**Mission Empower Job Description**

**Title**: Youth ENVISION and Outreach Coordinator **Reports To:** Executive Director

**Hours/Pay/Benefits:** This is a nonexempt position of 20 hours per week. Compensation begins at $12 per hour. Benefits include having a flexible schedule, job security, and being part of a small, close-knit team!

**General Description of Youth ENVISION Duties:** Works with Mission Empower staff in providing support, empowerment, mentoring, and leadership opportunities for youth ages 14 – 21 and young adults with a full range of disabilities. The Youth ENVISION (YE) Program focuses on reaching and empowering youth who face the compounded barriers of disability, poverty, and/or racial inequality. The goal of YS is to better equip youth to navigate their personal transition from high school to adult life so they will graduate career- or college-ready and be prepared to lead an independent, productive adult life.

**Specific Job Duties:**

* Informs and educates the community on M.E. services and recruits new youth participants by presenting to schools, social service agencies, and other providers; staffing outreach booth at community events; and working with staff to strategize for advertising campaigns using M.E.’s website and other social media.
* Serves as lead coordinator of the annual, 3-day Youth ENVISION Summer Summit for new and returning youth, including planning and/or teaching individual sessions.
* Coordinates self-advocacy, independent living, and employment readiness workshops, assisting in developing or adapting curriculum; facilitating trainings; and creating/documenting training evaluations.
* Supports the remaining parts of the YE program by scheduling and promoting service and volunteer opportunities for youth, and facilitating the Youth Advisory Committee (YAC), which gives guidance to M.E. staff on how to improve YE program services and further develop youth leadership skills.
* Assists with developing, distributing, and compiling surveys and tabulate data for YE and Community Parent Resource Center programs for the CPRC annual data reports or other reporting instruments.
* Assists staff with responding to phone, email, and in-person information requests (first contacts) or request for support) individual assistance/advocacy) from parents, youth, and community members by documenting the request and providing resources and options for their questions.
* As needed, helps to begin the intake process and input data for parents requesting one-to-one family support within the CPRC program.

**General Description of Outreach Duties:** Recruits and coordinates volunteers, generates media, and provides general outreach. Assists Mission Empower in supporting and communicating with children, youth, and young adults with disabilities and their families, funders, and the community with an emphasis on reaching people from underserved populations.

**Recordkeeping & Document Preparation:**

* Enters, edits, and retrieves data, including entering training evaluation results into the M.E. database.
* Processes forms such as training registration lists, family surveys, and other grant-supporting documents.
* Maintains records, confidential files, intake packets, new employee packets, and other related documents.
* Creates and maintains adequate number of copies of brochures, flyers, manuals, and handbooks.

**Communication & Customer Service:**

* Answers and directs telephone calls to the appropriate staff.
* Answers and documents information and referral (first contacts) from parents, staff, students, volunteers, and clients regarding organizational services, general resources, training, or other events.

**M.E. is an equal opportunity employer.**

**Interested candidates should email a resume and cover letter to Jill Hrinda-Patten, Executive Director, at advocate@missionempower.org**.