



Position Title: Youth Coordinator

Reports to: Associate Director

The Youth Coordinator works to engage and support youth and young adults in advocating for systems change by sharing their experiences. The Youth Coordinator ensures that the voices of youth who have challenges related to mental health, family, juvenile justice, education and/or transition aged youth challenges and heard and their expertise is recognized.

The Youth Coordinator leads Youth MOVE Massachusetts, a youth initiative within Parent/Professional Advocacy League (PPAL). More information about Youth MOVE Massachusetts can be found [here](#)

This is a 25 hours a week position located in the Worcester office.

**Duties:**

- Assist in training of Youth MOVE members to represent youth voice on state committees and conferences.
- Teach advocacy skills, educating on why it is crucial that youth advocate to improve the system, and why their voice is critical.
- Work cooperatively and effectively with individuals and groups from diverse populations
- Participate in the development and implementation of workshops and training for youth and professionals
- Organize presentations at community events that market Youth MOVE – including fairs, school events, and other events that bring together young adults.
- Coordinate a social media plan, including social media and website updates
- Manage the relationship between Youth MOVE Massachusetts and Youth MOVE National including program planning, marketing and customer service.
- Collect and verify required paperwork for all peer, youth and participants
- Support peer specialists contractors/employees
- Mentor and educate young peers
- Work in collaboration with state system and providers
- Participate in all staff meetings, staff development and training workshop, conferences and committees as decided upon

**Qualifications:**

- 1-3 years experience in working with youth and young adults
- Strong interpersonal skills and the ability to work with diverse and unreached populations.
- Ability to professionally collaborate and communicate with individuals and agencies.
- Ability to professionally handle confidential or sensitive information and maintain professional boundaries.
- Ability to manage multiple priorities and task.
- Ability to co- facilitate trainings and community based focus groups
- Ability to productively work independently.
- Ability to complete tasks and fulfill assignments within deadlines.
- Excellent follow through and ability to consistently document activities and demonstrated experience building partnerships and building teams
- Effective time management skills
- Fluency in Microsoft Office suite, social media experience desirable.

**Strong preference given to those who identify as a young person with lived experience such as anxiety, depression, special education.** Must have access to reliable transportation

This is a part-time 25 hour/week position at \$15-17/hour. Some evenings or weekends may be required.

Expected start date: September 2020