



## Youth and Community Engagement Coordinator Job Description

Job Title: Youth and Community Engagement Coordinator  
Supervised By: NFJC President  
Supervises: N/A  
Classification: Full-Time

### **THE ORGANIZATION:**

The NFJC is a nonprofit human relations organization dedicated to overcoming racism, bias, and bigotry by building a just and inclusive community through education, advocacy and engagement. We build bridges and reduce divides. We work with all sectors of our WNY Community as a part of the National Federation for Just Communities. The NFJC's programs and services include Youth sessions, Diversity Training, Multi-faith events, large scale community events and more. Our goal is to prepare resilient, successful youth leaders and support adult leaders to thrive and make positive contributions where they live, learn, and work.

### **POSITION SUMMARY:**

The Youth and Community Engagement Coordinator is primarily responsible for coordinating all facets of outreach to the WNY Community with an emphasis on developing/expanding strong programming for young people in both school and community settings, including: 1) recruitment and engaging youth for programming 2) manage volunteers and coordinate facilitators 3) Facilitating workshops with youth and adults in school and community settings; 4) Developing and supporting NFJC programming with ongoing youth

leadership and youth-driven initiatives, and 5) Identifying and informing NFJC of community opportunities and collaborations.

## **RESPONSIBILITIES:**

Outreach, Direct Service, Community Engagement

- Coordinate, plan, and facilitate programs for young people (K-College age)
- Facilitate activities and programs as needed in support of the NFJC
- Further develop, implement, and facilitate youth education programming and outreach ideas
  - Identify, develop, and maintain relationships with area youth organizations, schools and other collaborators
- Maintain accurate documentation through integration with NFJC Data base
- Assist with social media, marketing, and other outreach opportunities

## **Volunteer Engagement & Management**

- On-board/off-board, train, provide consistent support and supervision to volunteers

## **Other**

- Submit all required reporting/documenting
- Participate in organization events as needed.
- Perform and complete other duties as assigned by supervisor.

- Attend and actively participate in Staff and Board meetings.
- Protect the organizational value by keeping information confidential.

## **QUALIFICATIONS:**

### ***Education***

- A Bachelor degree in Social, Behavioral Sciences, or Education is preferred.

### ***Experience***

- 2+ years of experience working in community/youth settings.
- Experience working as an educator is preferred.
- Previous experience in youth development and/or youth leadership skill development.
- Experience working with non-profits is a plus.

### ***Skills***

- Skills related to: providing clear and consistent interaction that is aligned with the organization's core messaging; identifying and solving potential problems related to programming; and being a part of and supporting the NFJC team
- Social Media skills necessary with a preference to experience in publication design, word processing, and online meetings.

**WORK ENVIRONMENT:**

- This position is currently remote with some hours required in office.
- NFJC will provide some technology equipment

When Covid restrictions ease, some travel to and from meetings/sessions and events around the city to different schools and communities may be necessary: having access to consistent and reliable transportation is required; having access to a car is preferred.

- Evening and weekend work occasionally may be required
- Workplace is a smoke- and drug-free environment.
- Currently following CDC and County Covid-19 guidelines which include masking and vaccination.
- Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

**BENEFITS INCLUDE:**

- Health Insurance (80% agency provided)
- Dental and Vision (100% agency provided)
- Vacation/Holiday/Sick time offered
- Professional Development and more...

*Resumes to: Rene Petties-Jones, NFJC President, [programs@nfjcwny.org](mailto:programs@nfjcwny.org)*