



POSITION OPEN UNTIL FILLED: Youth Prevention & Coalition Coordinator

Location: Salt Lake City, Utah

FLSA Status: Full Time Salary/ Exempt

Reports to: Education Director

**Due to the collaborative nature of this position and Spy Hop's work, this position is in-person; Remote candidates cannot be considered.*

Spy Hop seeks a full-time Youth Prevention & Coalition Coordinator dedicated to positive youth development through community-based initiatives to facilitate the Central 9th Youth Coalition and inform Spy Hop's prevention strategies. This position requires experience with community outreach and engagement, group facilitation and consensus building, and complex project management. If you thrive in a creative environment and have a passion for community-driven change, this position is for you.

DUTIES & RESPONSIBILITIES

Spy Hop's Youth Prevention & Coalition Coordinator works collaboratively with various community partners to implement the Communities That Care (CTC) coalition model in Salt Lake City, Utah. This position also works closely with Spy Hop's Programming and Development Teams to inform the organization's prevention programming, including the implementation of the Wyman Teen Outreach Program (TOP), and write and manage grants related to the coalition and prevention programs. Specific duties and responsibilities include:

Central 9th Youth Coalition (90%)

- Coordinate all aspects of the Central 9th Youth Coalition effort using the Communities that Care (CTC) model to ensure it is effectively working towards identified goals and established measures of success.
- Guide the Community Board in development and implementation of a Community Action Plan to address selected priorities.
- Guide the Community Board Chair and Workgroup Chairs in developing annual action plans and appropriate work plans.
- Support the Community Board and Workgroup Chairs in creating meeting agendas, facilitating meetings, and communicating with members to complete assigned tasks.
- Assist the Board Development Workgroup in recruiting new coalition members as needed, encouraging attendance and engagement, and providing ongoing training for and recognition of volunteers.
- Assist the Outreach & Public Relations Workgroup in implementing outreach and engagement activities, including website maintenance and distribution of the monthly newsletter.
- Lead implementation and facilitation of the Central 9th Youth Council program and serve as the main point of contact for school partnerships, parents/guardians and youth.
- Create and monitor coalition budgets to ensure effective draw down of grant funding and organize a Funding Workgroup to sustain current funding and secure additional funding for proposed projects.

- Ensure proper data collection methods are in place to satisfy grant requirements and report all required data through the appropriate state and county reporting systems.
- Serve as a primary representative of the coalition and participate in community activities, as appropriate.
- Serve as a liaison with the Salt Lake County Health Department, funders and other stakeholders to maintain clear communication and engagement in the coalition's work.
- Ensure coalition participation in local, regional, and statewide meetings, workgroups, and conferences.
- Attend trainings (which will require occasional travel) to become fully qualified in the CTC model and stay current on prevention and youth development best practices.
- Serve as an expert resource to the community with regards to the CTC model, facilitating presentations and trainings as needed.
- Perform related duties as required.

Prevention Strategies (5%)

- Collaborate with the Programming Team to integrate Teen Outreach Program (TOP) into Spy Hop's program structure and ensure alignment with strategic priorities, logic models, program goals, and outcomes.
- Certify all TOP facilitators and coordinate ongoing professional development.
- Collaborate with the Education Director and Learning Design Director to evaluate TOP and ensure a cycle of continuous improvement is in place.
- Collaborate with Leadership and Programming Team to design and implement ongoing professional development and training for staff on supplemental programmatic topics (i.e., trauma-informed facilitation, social emotional learning, etc.)

Grant Management (5%)

- Collaborate with the Programming and Development Teams to write grants supporting Spy Hop's youth prevention programming and coalition work.
- Manage current prevention and coalition contracts and serve as liaison with funders to maintain communication and attend meetings as needed.
- Coordinate with the Programming and Development Teams to ensure proper data collection methods are in place to satisfy grant requirements and report all required data through the appropriate state and county reporting systems.
- Coordinate with the Finance Director to develop and monitor annual budgets based on grant funding and ensure all government invoices are submitted on time.

QUALIFICATIONS

An ideal candidate has:

- 5+ years of experience in community-focused prevention, particularly with youth, and a strong working knowledge of positive youth development, prevention science and evidence-based prevention strategies.
- Excellent communication skills (verbal and written) with experience developing community relationships and facilitating small and large group activities.
- Ability to work collaboratively, give and receive constructive feedback, and a willingness to learn.

- Experience in anti-racism work and interacting across Utah's diverse communities.
- Ability to self-direct projects and priorities, think strategically, and accept responsibility at a high level of leadership and creativity.
- Superior project and time management skills with a track record of setting priorities and multi-tasking to successfully complete complex projects.
- Highly proficient with Mac OS, Microsoft Office and Google Suite.
- Experience managing complex budgets, data collection systems, and program evaluation tools.
- Flexibility to work some evenings and weekends, as needed.
- A valid driver's license.
- Ability to pass a background check.
- Ability to speak Spanish is highly desired.

About Spy Hop: Spy Hop is an award-winning, nonprofit, youth media arts and educational enrichment center founded in 1999 and located in downtown Salt Lake City. Our mission is to mentor young people in the digital media arts to help them find their voice, tell their stories, and to effect positive change in their lives, their communities, and the World. We envision a world in which all young people have the skills and mindsets necessary to succeed and that their voices are heard and valued in their communities. Spy Hop's in-school, after school, and youth-in-care programs take place in dynamic studio environments where young people of all backgrounds engage in the production of their own narratives and solutions to the challenges they face. spyhop.org

Our Commitment to Antiracism: We believe that anti-racism is the process of becoming aware of and acknowledging the impact of racial oppression within our current social, political, and institutional systems, while actively and intentionally working in community to replace those systems with pedagogies, policies, and practices that lead to collective liberation – the truth that none of us are free until all of us are free. As an antiracist organization, spy Hop is committed to changing the systems of oppression that disproportionately impacted many of our students and their communities. Spy Hop's antiracism practices are rooted in hope, action and accountability, and the belief that collective liberation is truly possible.

Our Culture: We celebrate a culture at Spy Hop that is a fun, dynamic, evolving ecosystem; one that nurtures the vibrant, creative, individuality of youth and staff by communicating openly, honoring our multiculturalism, and affirming our intergenerational wisdom in such a way that all participants within the ecosystem have the capacity to thrive. Spy Hop is an equal opportunity employer committed to fostering a diverse and equitable environment in which all staff can excel regardless of race, ethnicity, age, faith, gender identity, sexual orientation, and ability. People of color, women, individuals with disabilities, and veterans are encouraged to apply. Due to the highly collaborative nature of this position, COVID-19 vaccination is strongly encouraged.

**Compensation & Benefits:**

Salary commensurate with education and experience; Range \$62,000 - \$68,000. Optional tiered benefit package starts with 50% health, dental, and vision, 3% IRA match. 20 PTO days, 15 holidays (includes a floating holiday), 7 days sick/wellness. Access to Spy Hop's Professional Development Program funds for trainings and conferences.

How to Apply:

Please email your resume, cover letter and references with the subject line *Youth Prevention & Coalition Coordinator: {Your Name}* to:

Myke Johnson
Education Director
myke@spyhop.org