



**JOB TITLE:** Community Engagement Coordinator

**FLSA STATUS:** Full-Time/Exempt

**EMPLOYED BY:** Spy Hop

**REPORTS TO:** Coalition Manager

*The Central 9th Youth Coalition is a collaborative project of youth, community members, organizations and other stakeholders working to create a resilient, youth-led community by reducing the risk of youth substance use, violence and suicide through culturally competent and evidence-based prevention initiatives. The Coalition is run through Spy Hop to serve young people at Glendale Middle and East High Schools, positively impacting youth in the Glendale, Poplar Grove, Ballpark, Liberty-Wells, Central City, East Central, 9th & 9th and Yalecrest neighborhoods.*

The Community Engagement Specialist is employed by Spy Hop to support the work of the Central 9th Youth Coalition by engaging community members and youth in the coalition's initiatives. This position is responsible for guiding the Outreach & Public Relations Workgroup and facilitating the Youth Council program for teens from Glendale Middle and East High Schools. The Community Engagement Coordinator will report directly to the Coalition Manager and will work collaboratively with coalition members across various sectors to build capacity by creating connections and partnerships with local schools, organizations, and businesses that support meaningful community and youth engagement in the Coalition.

#### **DUTIES & RESPONSIBILITIES**

Under the guidance of the Coalition Manager and the Youth Involvement Workgroup, serve as the Advisor to the Central 9th Youth Council, coordinating all aspects of the year-long youth development program and facilitating youth-led initiatives.

- Develop relationships with school staff and parents/guardians to effectively coordinate and maintain engagement with the Youth Council program.
- Carry out all administrative functions related to the Youth Council, including sending meeting reminders, communicating with parents/guardians as needed, ensuring stipend checks are paid on time.
- Prepare skills workshops for Youth Council meetings using an evidence-based curriculum and facilitate engaging workshops that allow teens to explore and practice skills.
- Coordinate appropriate training for Youth Council members, utilizing relationships with other providers and educators as needed.
- Scaffold and facilitate the planning of youth-led community service learning, peer mentoring, and outreach events.
- Coordinate with coalition leadership to identify meaningful opportunities for Youth Council to contribute in all aspects of the coalition's work.
- Engage Youth Council members in the recruitment and selection of incoming members at the end of each program year.

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- Manage all logistics related to Youth Council's travel and accommodations to/from weekly meetings and conferences (e.g. travel via air and train, hotel accommodations, registration, meals).
- Develop opportunities for council members to strengthen their professional development and leadership skills through connections with national and local organizations and resources.

Under the guidance of the Coalition Manager, chair the Outreach & Public Relations Workgroup, responsible for the development of a community outreach and engagement plan and coordination of outreach activities and events:

- Maintain and expand workgroup membership as needed, with assistance from the Coalition Manager.
- Schedule monthly or bi-monthly workgroup meetings and develop agendas based on the coalition's annual action plan and assigned workgroup tasks.
- Prepare all necessary templates, materials, etc. for workgroup meetings.
- Facilitate workgroup meetings, promoting collaboration by eliciting input from all members and guiding the group through collective decision-making.
- Maintain accurate minutes of all workgroup meetings and collect data as needed for grant reporting.
- Send meeting reminders to workgroup members and follow-up about action items as needed.
- Lead the workgroup in identifying, scheduling and participating in outreach activities and events that align with the coalition's goals and priorities.
- Lead the workgroup in creating and distributing the monthly coalition newsletter.
- Coordinate with the Coalition Manager and Spy Hop's Marketing Team to maintain the coalition's website and make updates as needed.
- Coordinate with the Youth Council and Coalition Manager to maintain the coalition's social media.
- Serve as liaison with other workgroups and the Community Board.
- Assist the Coalition Manager with other tasks, as needed.

## **QUALIFICATIONS**

- 2+ years experience in education, youth mentoring, or other social services, particularly working with youth under 18 years of age.
- Demonstrated experience in community engagement, organizing, and/or outreach.
- Working knowledge of positive youth development, social-emotional learning, and prevention science.
- Excellent communicator (verbally and in writing) with experience developing community relationships, experience with public speaking in front of large audiences, and facilitating small group activities.

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- Ability to build and maintain authentic relationships with students, peers, parents/guardians, and community partners.
- Willingness to work collaboratively, give and receive constructive feedback, and learn new skills.
- Excellent project management skills with the ability to self-manage priorities, juggle multiple projects, and meet deadlines.
- Creative thinker who delegates, holds others accountable, and focuses on common goals.
- Experience in anti-racism work and interacting across Utah's diverse communities is highly desired.
- Highly proficient with Mac OS, Microsoft Office and Google Suite.
- Flexibility to work some evenings and weekends, as needed.
- A valid driver's license and ability to pass a background check.
- Fluency in Spanish is highly desired.

**WORK SCHEDULE**

This position works in-person at Spy Hop's Kahlert Youth Media Arts Center in Salt Lake City. The Community Engagement Coordinator will work with the Coalition Manager to create a flexible, full-time work schedule to meet the needs of the coalition. Typical working hours occur Monday through Friday between 9:00 AM and 5:00 PM. Flexibility is required to facilitate youth council meetings and attend occasional community events in the evenings or on weekends.

**COMPENSATION**

Salary range \$44,000 - \$50,000 depending on experience. Optional tiered benefit package starts with 50% health, dental, and vision; and a 3% IRA match. 20 PTO days, 15 holidays (includes a floating holiday), 7 days sick/wellness.

Please email your resume, cover letter, and/or any relevant multimedia portfolio work with the subject line: Community Engagement Coordinator: {Your Name} To: Myke Johnson: Education Director [myke@spyhop.org](mailto:myke@spyhop.org)