

Youth Force Program Assistant Job Description **10/1/2021**

Overview

Dorchester Bay Youth Force is a youth-led, adult-supported community organizing program that builds young people's power to effect positive and systemic change in their communities and the world. Youth Force's flagship program is an intensive leadership development and community organizing training program for youth ages 14 to 19. Members are paid to work during either the school-year or summer. The social justice curriculum uses popular education and experiential learning strategies to teach organizing, advocacy, and civic engagement skills. Members also plan, implement, and evaluate their own projects, events, and actions as a team. Graduates of the training program can apply to work as youth interns and to co-lead the Youth Leadership Institute (YLI).

The Program Assistant will help the Youth Force Manager plan and implement programming for the 2021-2022 school year (approximately October 2021 through mid-May 2022). There may be the opportunity to extend the position.

This position is per diem and will be paid \$20 per hour. The Program Assistant should expect to work on average 20-hours per week, with the possibility of up to 27.5-hours per week during busy times. The approximate work schedule is 6-hours per day Monday through Thursday, either 12-6pm, 1-7pm, 2-8pm, or something similar as determined with the candidate. The final schedule will be determined with the candidate and supervisor.

The Program Assistant should be prepared to work both in person and on Zoom.

Responsibilities

Program Administration

- Track youth attendance and enter timesheet data promptly and accurately
- Complete check requests for youth stipends
- Follow all internal and external systems for entering and monitoring program data
- Work with Manager to meet all SuccessLink partner organization requirements
- Submit supply and snack orders
- Check in with youth who are late or absent
- Create regular social media posts for Youth Force's Facebook and Instagram pages

Recruitment (approx. October-November 2021)

- Assist with youth recruitment, including helping conduct interviews and make hiring decisions
- Help youth gather and submit all required hiring paperwork

Supervision and Mentoring

- Supervise youth in-person and on Zoom to ensure physical and emotional safety
- Build supportive, caring relationships with youth participants

- Provide strengths-based coaching and mentorship to youth
- Model healthy communication and conflict resolution

Facilitation, Curriculum Development, & Program Planning

- Help facilitate engaging and interactive workshops, trainings, and discussions
- Help develop curriculum that amplifies youth voice and decision-making
- Help brainstorm and plan programming

Qualifications:

Required

- Experience building supportive relationships with youth ages 15-19, and especially with youth of color and youth from low-income communities
- Experience facilitating workshops, trainings, discussions, and activities both in-person and on Zoom
- Strong understanding of different forms of power, privilege, and oppression
- Knowledge of and commitment to the principles and practices of social justice, racial justice, anti-oppression education, and/or community organizing
- Comfort setting up and using Excel and Google Sheets spreadsheets
- Experience creating professional PowerPoint or Google Slides presentations
- Excellent communication and time management skills
- Detail-oriented, particularly with data entry
- Takes initiative, asks for feedback, and seeks solutions to problems

Strongly Preferred

- Experience designing and implementing positive youth development programs
- Experience developing curricula and writing lesson plans

Preferred

- Personal relationship with the Dorchester or Roxbury communities
- Spanish, Cape Verdean Creole, or Haitian Creole language skills

Nice-to-Haves

- Art, music, theater, or other creative skills and experience
- Experience with popular education pedagogy
- Experience facilitating experiential and/or project-based learning
- Experience with restorative justice practices

To apply please submit a resume and cover letter detailing your qualifications and why you are interested in this position to mwiener@dbedc.org. Applications will be reviewed on a rolling basis.