

## NMCAN Youth Coordinator Job Description

**Position Title:** Youth Coordinator  
**Project:** Jim Casey Youth Opportunities Initiative  
**Reports To:** Deputy Director, NMCAN

**Compensation & time commitment:** Salaried, \$30,000 – \$40,000 depending on experience  
Full-time, requires some evenings and weekends

### Organization Description

New Mexico Child Advocacy Networks (NMCAN) is the lead agency for the Jim Casey Youth Opportunities Initiative in the state of New Mexico. The New Mexico Youth Opportunities Initiative focuses on five core strategies for helping young people transition from foster care to adulthood; Youth Engagement; Increased Opportunities; Public Will and Policy; Partnerships and Resources; and Research, Evaluation and Communications. Overall the purpose of implementing this initiative in NM is to create awareness and responsibility for community approach to address to the issues and needs of young people transitioning from foster care in NM.

### Overall Job Description

The Youth Coordinator works directly with young people ages 14 to 24 transitioning from foster care. The Youth Coordinator will work closely with other NMCAN staff members to assist in guiding the overall coordination of implementation of the Initiative project in NM. The Youth Coordinator is directly responsible for the activities for the Youth Engagement and Increased Opportunities core strategies.

### Major Responsibilities & Duties:

The Youth Coordinator works closely with the Youth Advocate Fellow to recruit young people to serve on Youth Leadership Boards (YLB) and participate in activities of the NM Jim Casey Youth Opportunities Initiative. The overall purpose of this initiative is to open doors for young people transitioning from foster care to discover and achieve their dreams.

Along with the Youth Advocate Fellow and the Community Coordinator the Youth Coordinator works to recruit community partners, assist in training of young people and community partners, and manage the day to day activities involved in implementing the Jim Casey Youth Opportunities Initiative core strategy work in New Mexico.

Works with the Youth Advocate Fellow and Community Coordinator to:

- Work with the young people to develop a dream plan.
- Implement the Youth Engagement core strategy.
- Plan, coordinate and support for the Youth Leadership Boards (YLB).

- Be a key advocate in ensuring that young people are effectively trained and engaged as self-advocates.
- Recruit young people to participate in the Opportunity Passport (match savings accounts).
- Recruit community partners willing to provide Door Opener opportunities for young people involved in the Initiative.
- Increase community awareness of and commitment to improving outcomes for young people aging out of the foster care system
- Participate in and engage young people in the development of a plan to advance policy and practice to improve outcomes for young people transitioning from foster care.
- Participate on the Self-Evaluation Team and work with young people to communicate effectively with multiple audiences.
- Other duties as assigned.

### **Minimum Qualifications and Experience:**

Minimum of a Bachelor's degree in social work or related field, Graduate degree preferred and at least 2 years relevant experience. Preference for experience working with youth, advocacy work, or knowledge of policies, practices, and resources related to youth transitioning out of foster care. A strong desire for involvement with young people aging out of foster care is required.

### **Communication**

- Strong desire and ability to communicate, relate and work with youth ages 14 - 24
- Strong interpersonal skills with the ability to relate and communicate effectively with people
- Strong analytical writing skills and oral communication skills
- Ability to give presentations
- Ability to conduct training sessions
- Desire to educate the community about issues facing young people transitioning from foster care, including effective strategies in addressing the needs of this population

### **Commitment to service**

- Ability to effectively work with people from diverse backgrounds
- Ability to effectively work with young people
- Enthusiastic and positive attitude about changing systems and community perspectives

### **Professionalism**

- Strong organizational skills and ability to manage multiple priorities at once
- Willingness to be flexible with work hours
- Ability to work well independently and as a member of a team
- Demonstrated ability to solve problems
- Ability to think and plan strategically

### **Skills**

- Knowledge of Microsoft Office applications
- Understanding of evidence based practice
- Familiarity and willingness to utilize social media

