



Job Title: Minnesota Youth Council Coordinator
Hours: 40 hours/week
FSLA Classification: Full-time, Non-exempt
Closing Date: August 23, 2026

Organization

Through service, Minnesota Alliance With Youth develops leaders who foster young people's individual assets, honor their voices, and prepare them to reach their goals. The Alliance accomplishes this mission through our core organizational values of Strength in Community, Honoring Youth, Leading with Equity, and Impact through Service.

Position Overview

The Minnesota Youth Council (MYC) is a statutorily created collaborative of 36 youth leaders across Minnesota who build leadership skills and mobilize their fellow middle and high school peers to create equitable systems through youth-led outreach, education, and advocacy. The Minnesota Youth Council Coordinator supports all activities of the MYC and provides direct support to the individual student Representatives on the MYC. The Coordinator supports MYC youth through event coordination, Representative support, communications, program facilitation, and recruitment responsibilities.

Primary Role and Responsibilities

Program Management (25%)

- Manage logistics and develop training materials and workshops for annual youth overnight gatherings;
- Coordinate logistics and communicate to youth regarding nine MYC monthly Full Council Meetings, two legislative committee hearings, and monthly policy area meetings;
- Manage community partner intake, communication, and documentation for submission of regular reports to the Minnesota Legislature;
- Assist in planning and logistics of Youth Day at the Capitol (YDAC);
- Work closely with MYC Program Director to ensure a meaningful and impactful program;
- Support other organizational efforts, projects, and events as needed.

Organizational and Youth Representative Support (50%)

- Create and maintain systems for MYC youth to uplift youth voice in their communities statewide;
- Facilitate and document youth outreach to legislators, partners, and external organizations;
- Manage MYC participant documentation and file organization within Salesforce and shared drives;
- Assist the Data and Evaluation Manager and MYC Program Director in evaluation efforts to demonstrate the impact of the MYC;
- Coordinate interview process and communication with prospective Council members and parents and/or guardians during the fall, winter, and spring;
- Collaborate with MYC and Alliance team to support, train and develop relationships with MYC participants;
- Process reimbursements for Minnesota Youth Council Representatives and parents and/or guardians.

Communications and Outreach (25%)

- Manage the MYC Instagram account and develop and oversee the MYC Social Media Team;
- Manage online MYC communication channels (Email, GroupMe, Google Classroom);
- Compile and distribute the MYC Newsletter to participants, community partners, and MYC alumni;
- Communicate regularly with MYC participants and adult partners;
- Identify opportunities to engage students statewide, with an emphasis on Greater Minnesota;
- Share opportunities for MYC participants and youth partners to present at conferences, participate in events, and showcase their work;
- Document the MYC's policy work, community outreach and engagement activities, for both internal and external purposes.

Qualifications

- 2-4 years of relevant work experience in a related field (eg. youth work, program coordination, event planning); OR degree in a related field plus at least 1 year of relevant work experience
 - Experience working with youth is required
 - Experience planning and executing events or programs is required
- Strong commitment to the Alliance core values of Strength in Community, Honoring Youth, Leading With Equity, and Impact Through Service
- Interest in and understanding of the Minnesota legislative process
- An understanding of the structural issues (racism, sexism, etc.) within systems like education, the economy, etc. and their impact on underserved and underrepresented communities
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Excellent interpersonal, oral, and written skills
- Ability to collaborate and build relationships with diverse groups and individuals
- Understanding of intergenerational dynamics and working in cross-generational settings
- Presentation and facilitation skills
- Demonstrated proactive approaches to problem-solving
- Demonstrated adaptability to evolving organizational needs
- Proficient in or able to learn a variety of online platforms and applications, including Google Suite, Monday, and Salesforce
- Background check required

Typical Work Environment

- The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.
- Able to work at a computer for up to 8 hours per day
- Able to work in a collaborative space
- Able to frequently stand, walk, sit, and climb in performing duties in the office and for onsite and offsite meetings and events
- Able to maintain regular operation of typical office machines (telephone, computer, copier, and other office equipment) is required
- Able to work independently with minimal supervision
- Able to work evenings and weekends for meetings and events 1-2 times a month, including overnight gatherings 3-4 times a year to accommodate youth schedules

- Able to travel to community partner locations in the Twin Cities metro area and Greater MN

Compensation and Benefits

The starting salary range is \$42,500-47,000, plus an excellent benefit package, including 100% employer-paid health and dental insurance premiums for employees. Minnesota Alliance With Youth operates with a hybrid work schedule, with employees expected to work on site at our office in St. Paul approximately 2 days per week.

To apply, submit a resume and a cover letter that outlines your interest and experience as it relates to the position responsibilities. Application materials should be emailed to Emily Johnston at ejohnston@mnyouth.net and include in the subject line MYC Coordinator. **The application deadline is August 23, 2026**, with a desired start date in mid-October. No phone calls, please. To learn more about Minnesota Alliance With Youth, visit our website at www.mnyouth.net.

Minnesota Alliance With Youth is committed to hiring staff who reflect the Minnesota communities we serve. We are most interested in finding the best candidate for the job, and we are interested in receiving applications from a broad spectrum of individuals. We encourage you to apply, even if you don't believe you meet every one of our desired qualifications described. We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation. We are committed to equity and are particularly interested in receiving applications from a broad spectrum of individuals.

- Reasonable accommodations are provided upon request.
- This document is available in alternative formats.

Employment is contingent on the successful completion of required background checks.