



Job Title: Minnesota Youth Council Director
Annualized FTE: 1.0 FTE
Closing Date: Priority Deadline, November 12, 2023

Organization

Minnesota Alliance With Youth works in partnership with youth to ensure that ALL young people have equitable educational opportunities that foster their individual assets, honor their voices, and prepare them to reach their goals. The Alliance accomplishes this mission through our core organizational values of equity, quality, and collaboration.

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 Director will provide oversight, direct support, and coordination of the activities of the Minnesota Youth Council. The MYC Director will also oversee the MYC's partnership with the Minnesota Legislature and Governor and plan, develop, and implement strategy to engage more youth in policy efforts. The MYC Director will play an important role in supporting fundraising efforts for the MYC, creating and tracking metrics to measure impact and serve as the point person for all MYC-related events and activities and as a member of the Alliance Strategy Team.

The ideal candidate for this position will exemplify a commitment to diversity, equity, and inclusion. They will also have excellent communication skills, high attention to detail, strong computer and organizational skills, and an ability to manage multiple projects, priorities, and deadlines.

Primary Role and Responsibilities

Support strategic equity, diversity, and inclusion efforts at the Alliance and perform all essential functions with an equity lens.

Program Management

- Ensure success in the supervision, management, and delivery of the Minnesota Youth Council program, including recruitment and retention of 36 youth council members from across the state, managing program budget, and curriculum development
- Create a structure to implement supportive adult partnerships for youth members;
- Oversee and participate in all MYC monthly meetings, retreats, and other special events throughout the year;
- Implement systems to ensure that youth statewide can use the MYC as a resource to elevate their voices;
- Create and facilitate policy and legislative training and engagement for the MYC members and other youth in collaboration with the Director of Youth Partnerships;
- Working with the Director of Youth Partnerships, identify opportunities for MYC members to present at conferences, participate in events, and showcase their work;
- Develop, implement, and refine practices and procedures specific to MYC expectations, accountability, and incident reporting;
- Manage and update content for the Minnesota Youth Council on the organization's website, Instagram, Twitter, printed materials and emails;
- Oversee MYC alum outreach and engagement;
- Review, refine, and implement evaluation efforts to demonstrate the impact of the MYC.

Partnership Development and Support

- Develop and strengthen relationships with elected officials, state agencies, the Governors office and key stakeholders at a local, state, and national level to gain support for the work of the MYC and youth issues more broadly;
- Identify and pursue new partnership opportunities for the MYC at the community and state level;
- Develop opportunities to engage students statewide, with an emphasis on Greater Minnesota;
- Collaborate with the Alliance's AmeriCorps program to implement service opportunities and other shared training and events.

Organizational Support

- Supervise and support the AmeriCorps VISTA serving with the Minnesota Youth Council;
- Lead integration efforts of the MYC with other Alliance programs and priorities;
- Support organizational efforts, projects, and events;
- Serve as a member of the Strategy Team;
- Contribute to the overall growth and success of the Alliance.

Requirements

- 4-6 years of experience in social services, youth development, public policy, non-profit management, philanthropy, education, or related field
 - Education may be substituted for some of the above experience
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities
- Demonstrated experience with and understanding of the Minnesota legislative process and key players
- Strong commitment to the Alliance's core values of equity, quality, and collaboration
- Ability to pay special attention to intergenerational dynamics and seek leaders who have experience working in cross-generational settings
- Ability to shift focus in response to evolving organizational needs
- Presentation and facilitation skills
- Project management and analytical capabilities
- Excellent oral, written, and interpersonal skills and the ability to collaborate and build relationships
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Comfortable navigating and utilizing online meetings and social media platforms
- Ability to work occasional evenings and weekends
- Ability to perform sedentary work as 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 an environment that is quiet but with many people demanding attention
- 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 normal office machines (telephone, computer, copier, and other office machines) is required
- Able to work independently with minimal supervision
- Able to work evenings and weekends for meetings and events
- Able to travel to community partner locations in the Twin Cities metro area and Greater MN

Compensation and Benefits

The salary range is \$50,000 - \$60,000, plus an excellent benefit package—40 hours per week/52 weeks per year. Office located in NE Minneapolis, MN - Hybrid Work schedule is available.

To apply, interested candidates must complete a cover letter and resume and provide three references. Please send all required materials electronically to Kita Yang at kyang@mnyouth.net and include in the subject line *MYC Director*. **The priority application deadline is Sunday, November 12, 2023, but will remain open until filled. Interviews will be conducted on a rolling basis. The anticipated start date is late November 2023.** No phone calls, please. To learn more about the Minnesota Alliance With Youth, visit our website at www.mnyouth.net.

Minnesota Alliance With Youth is committed to hiring staff who reflect the diversity of the Minnesota communities we serve. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications described in a job description. We are most interested in finding the best candidate for the job, and we encourage you to apply, even if you don't believe you meet every one of our 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.