Empower Youth Network inspires and promotes youth to lead safe, healthy, and successful lives. Youth Development is a strategic priority for the Empower Youth Network, and the elements that are part of our Youth Development Program have been carefully selected to increase youths’ attachment to the community and to provide youth with the tools they need to be successful, healthy citizens. These programs include mentoring, suicide prevention, substance use prevention, and career path exploration. We as an organization care deeply about diversity and inclusion, and we are seeking to diversify our team to better serve the Snoqualmie Valley community.

Overview:
The Youth Engagement Coordinator will work with EYN staff and community partners to create, coordinate, and facilitate a variety of prosocial youth engagement opportunities/activities throughout the year.

Essential Duties Include:
- Create and manage a yearlong schedule for youth activity coordination (2x per month).
- Coordinate, in collaboration with the Prevention Team, our yearly Be the Change Youth Leadership Conference.
- Collaborate with other local youth-serving organizations to extend/enhance access opportunities for youth.
- Coordinate the current Riverview Youth Council.
- Participate in various monthly community-based meetings to support community visibility.
- Coordinate the EYN Youth Ambassador Program.
- Coordinate with current Prevention Staff to support pending maternity leave that will begin in September.

Required Qualifications:
- Possess a deep commitment to supporting youth to thrive.
- Previous experience with youth development.
- Excellent written and oral communication skills.
- Demonstrated appreciation for and understanding of diverse communities.
- Demonstrated ability to build positive relationships in multiple contexts (Empower Youth Network staff, community partners, school district staff, and program volunteers).
- Solid organizational skills, including multitasking and time-management.
- Experience working with diverse populations.
- Ability to work independently with minimal managerial supervision.
- Demonstrated understanding of project management concepts.
- Proficiency with the Microsoft Office suite of applications.
• Resourcefulness and willing to take initiative.
• Effective interpersonal skills, including collaboration, empathy, conflict resolution, humor, and flexibility.
• Demonstrated commitment to diversity, equity, and inclusion.

Other Requirements:
• Available to attend meetings, functions, and events after normal business hours on occasion.
• Willing to travel to trainings related to program improvement on occasion.

Salary:
$22-$25/hour D.O.E.

Hours:
20 hours per week, Monday-Friday, flexible hours to include some evenings and weekends.

Benefits include:
• Flexible, hybrid work environment
• Healthcare stipend
• 8.25 days of paid time off per year
• 15 paid holidays per year
• 3% employer matching IRA
• Long-term disability insurance
• Professional Development stipend

Location:
Riverview School District and Snoqualmie Valley School District areas. Main office is in Carnation, WA.

To apply:
To apply for this position, please email resume and cover letter to Jami Au, Office Manager, Empower Youth Network, PO Box 910, Carnation, WA 98014 or email items to apply@empoweryouthnetwork.org. This position closes July 9, 2023.

Due to volume of applications and limited resources, only candidates who are being considered for the role will hear back.

Research shows that while men apply to jobs when they meet an average of 60% of the criteria, women and other marginalized folks tend to only apply when they check every box. If you think you might be a good fit for the role, but don’t necessarily meet every single point on the job description, please still apply!

We’d love to learn more about you!

EYN is an Equal Opportunity Employer. We seek to provide equal opportunity for all persons without regard to race, age, color, religion, gender, gender expression, marital status, sexual orientation, military status, national origin, or any other characteristic protected under the law.

Disclaimer: The information in this job description has been designed to indicate the general nature and level of work performed by employees in this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications of employees in this job.