



Weekend Power Pack Coordinator Job Description

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 Weekend Power Pack Coordinator will work to manage all aspects of our food distribution program, upwards of 180 packs a week, supporting families in the Riverview School District community experiencing food insecurity.

Essential Duties Include:

- Communicate and coordinate with all Power Pack volunteers and school-based supports to ensure pickup and delivery of Weekend Power Packs.
- Inventory and order Power Pack items dependent on monthly donations.
- Coordinates weekly Power Pack packing volunteer schedule.
- Maintain Power Pack-specific social media presence.
- Collaborate with the communications and development team to create marketing and outreach strategies for power pack donations and sponsorships.
- Coordinate and attend occasional Power Pack packing events in the community.
- Work to develop and maintain a consistent community-based purchasing and packing volunteer structure.

Required Qualifications:

- Excellent written and oral communication skills.
- Demonstrated appreciation for and understanding of diverse communities.
- Demonstrated ability to build positive relationships in multiple contexts including Empower Youth Network staff, community partners, school district staff, and program volunteers.
- Solid organizational skills, the ability to manage multiple projects, and time-management.
- Ability to work independently with minimal managerial supervision.
- Demonstrated understanding of project management concepts.
- Proficiency with the Microsoft Office suite of applications.
- Resourcefulness and willingness to take initiative.
- Effective interpersonal skills, including collaboration, empathy, conflict resolution, humor, and flexibility.
- Demonstrated commitment to diversity, equity, and inclusion.

- Availability to attend occasional meetings, functions, and events after normal business hours.

Desired Qualifications

- A robust understanding of local partners and connection to the greater Riverview School District community.

Salary:

\$25/hour

Hours:

8-10 hours per week, Monday-Friday, most during the school day from 8 a.m. - 4:30 p.m.

This is a contract position and does not include benefits.

Location:

Riverview School District areas & EYN's Main office in Carnation, Washington.

To apply:

To apply for this position, please email your resume and cover letter to Empower Youth Network, PO Box 910, Carnation, WA 98014 or email items to admin@empoweryouthnetwork.org. This position closes February 7, 2025.

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.