



JOB DESCRIPTION

Position Title: **Youth and Parent Engagement Specialist (Knights Landing)**

Position Type: Full-Time

Reports To: Director of Youth Programs/ASSETs

Pay: \$20.00 per hour + benefits

This is a grant funded position that may end on June 30, 2024

Application deadline: Open until filled

ASSETs (After School Safety and Enrichment for Teens) program partners with schools and communities to provide academic support and safe, constructive alternatives for high school students. More than just an after-school program, Woodland ASSETs team empowers youth to achieve academic and lifelong success. We work collaboratively with families, schools, and community partners to offer after-school programs and services that support the academic, social-emotional, and professional development of our students. We also provide family literacy services to parents and guardians of the students we serve.

The Youth and Parent Engagement Specialist plays a critical role in the success of ASSETs. The Youth and Parent Engagement Specialist is responsible for engaging youth and their families in ASSETs programs. They deliver youth programming and parent/guardian engagement workshops and services for the ASSETs programs at Woodland High School. In addition, this position will be responsible for providing support to English language learners and their families. This position will work directly with Woodland High School Youth that live in Knights Landing.

Position Responsibilities

- **Youth Development & Engagement:** Under the direction of Site Coordinator/s and Director of Youth Programs, deliver after school programming focused on youth development, including the social, emotional, career, and academic needs of students. Monitor student participants' course grades, GPA, and academic progress. Recruit students and engage them in ASSETs programs. Attend professional development as necessary.
- **Family Engagement:** Develop and deliver programming focused on increasing family literacy and wellbeing. Engage Knights Landing parents and guardians in ASSETs programs as appropriate. Meet 1-on-1 with parents and guardians and provide them with resources for supporting youth's development, wellbeing, and success. Attend ELAC parent meetings and relevant community partner events.
- **Site Support:** Support Knights Landing's site-specific needs including, but not limited to: updating and maintaining calendars for all after school activities, summer programs, and WHS events. Collect and track attendance data for youth and family programs. Log students' community service hours.
- **School, Family, and Community Partnerships:** Maintain partnerships with school leadership, and community partners in Woodland and Knights Landing, and other key stakeholders through ongoing communication as appropriate. Under the direction of Site Coordinator/s and Director of Youth Programs, collaborate with stakeholders to enhance after school programming. Assist with Empower Yolo/ASSETs community outreach and refer families for services as needed. Attend Empower Yolo, WHS staff/department meetings as necessary, or other meetings as assigned.
- **Social Media and Other Publicity:** Publicize ASSETs programs via email, social media, and other appropriate marketing means. Highlight ASSETs Monthly Parent and Guardian Engagement events

regularly with students' parents and guardians.

- ***Other Projects as assigned by the Director of Youth Programs.***

Minimum Qualifications

- High School diploma or equivalent required. Must have (1) at least two years of study at an institution of higher education or (2) an associate degree (or higher) (preferred).
- At least two years of experience working directly with youth in an educational setting or mentorship capacity.
- Valid driver's license and proof of automobile insurance.
- Strong interpersonal skills and effective at relationship building with students and families
- Strong relationship building and networking skills
- Strong computer skills: Mac literate. Fluency in Microsoft Office suite (including Excel, Outlook, PowerPoint and Word).
- Knowledge of social media for marketing purposes.
- Successful completion of background clearance check.
- Written and verbal proficiency in Spanish required.

Knowledge and Abilities

- Knowledge, understanding, and application of youth development principles, including the Search Institute's 40 Developmental Assets.
- Ability to develop and deliver programs that support the academic and lifelong success of youth
- Ability to interact effectively and seamlessly with youth and adults alike.
- Excellent organization and planning skills (for internal and external activities).
- Basic understanding of culturally responsive practices and the ability to work with diverse groups in a multicultural setting.
- Ability to use a variety of media to create materials for outreach and presentations.
- Interest and experience in public speaking and writing for a variety of audiences.
- Ability to prioritize and produce quality work consistently despite obstacles.
- Ability to work independently, and as part of a team.

AGENCY DESCRIPTION

Mission Statement:

Empower Yolo's mission is to promote safe, healthy, and resilient communities.

Empower Yolo's purpose is to provide:

- (a) Twenty-four hour crisis intervention, emergency shelter, confidential counseling, training, legal assistance, and other services for individuals and families affected by domestic violence, sexual assault, stalking, human trafficking, and child abuse;
- (b) Resource centers for community services to improve the health, social, educational and economic outcomes of Yolo County residents; and
- (c) Community outreach and educational programs about available resources to promote health, stability, and self-sufficiency for individuals and families.

All services are to be provided in a manner that appreciates, enhances, and utilizes the strengths of Empower Yolo's clients and honors their cultural practices and traditions.

Application Process

Please submit a cover letter, current resume, and three references to:

Brisa Perez

Email: Brisa@empoweryolo.org

Application deadline: Open until filled

EMPOWER YOLO is an equal opportunity employer and does not discriminate in regard to race, age, cultural or religious background, disability, gender, gender identity/expression, or sexual orientation. All qualified candidates of all backgrounds are encouraged to apply.