

**PROGRAM COORDINATOR  
JOB DESCRIPTION**

**ORGANIZATION**

Mission: Unleashing the power of youth to change the world. YouthRoots engages youth in opportunities to impact their communities through philanthropy. Money is a critical resource for change, and young people should get a say in how it is spent to best impact youth issues. Our traditional programs involve youth in participatory and community-led grant-making. Newer programs engage youth insight in efforts to create systems to better respond to youth needs.

**POSITION**

YouthRoots is seeking an individual who is passionate about youth voice to join our small team as a Program Coordinator. They should be organized, efficient, and have excellent communication skills. This individual will coordinate new and pilot program operations (75%) and assist with administrative (15%) and fundraising duties (10%). The Program Coordinator will be a central part of the small but mighty YouthRoots team. They will report to the Grant-making Program Manager for program-related responsibilities, and the Executive Director for administrative and fundraising responsibilities. This is a full-time position with a salary in the range of \$45,000 - \$50,000/year. Occasional evenings/weekends required (approximately 10/year). This position is non-exempt.

YouthRoots is a dynamic organization, and there will be opportunities for this role to grow and take on new responsibilities as the person progresses in the role.

**RESPONSIBILITIES**

Program Coordination - 75%

- Coordinate grant-making programs, including pilot programs, new partnerships, and new initiatives
- Manage program-related communications
- Prepare program-related materials
- Track outreach efforts and follow up as needed
- Assist with managing partners implementing grant-making programs
- Help recruit and coordinate program participants and volunteers
- Help identify and mitigate roadblocks in program processes
- Assist with data management
- Assist with other program-related tasks as needed

Administrative/Fundraising Support - 25%

- Process donations
- Manage donor database (Salesforce)
- Assist with fundraising efforts and donor appreciation as needed
- Coordinate and assist with events as needed

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- Assist with communications as needed
- Share unique perspective, experience, and expertise to help YouthRoots be the best community partner we can be

### SOUND LIKE YOU?

Individuals that can check off most of the skills and mindsets below are encouraged to apply:

- Driven to make the world a better place
- Belief in the ability of young people to change the world
- Commitment to equity and desire to elevate the voices of individuals and communities who tend to be furthest from the decision-making tables
- Attention to detail and high level of organizational skills
- Process-oriented
- Strong written and oral communication skills
- Critical thinking skills
- Efficient and productive
- Ability to independently manage multiple tasks and projects
- At least one year experience in case management or program coordination preferred
- Experience working with external partners and stakeholders preferred

### BENEFITS

- Salary of \$45,000 - \$50,000 commensurate with skills and experience.
- Health insurance (50% covered by employer)
- Flexible scheduling
- Three weeks of PTO
- 14 paid holidays
- Up to 6 accrued sick days
- Paid parental leave
- 16 hours of paid volunteer time
- Some work from home
- \$500 annually to pursue professional development goals

### HOW TO APPLY

Submit your resume and anything else that you feel would support your application (optional) to [jobs@youthroots.org](mailto:jobs@youthroots.org) by 9/6/22. Please use subject line "Coordinator Application - (your name)".

### WHAT TO EXPECT

- Step 1: Apply - Submit your application by 9/6/22.
- Step 2: Brief Call - Our team will contact you to invite you to a brief Zoom call. Access to a device and internet during this call is necessary.
- Step 3: Interview - Select candidates will be contacted for a 1 hour interview.
- Step 4: Job Offer - YouthRoots will reach out with a job offer to join our team.