

Position Title: Community Youth Coalition Program Facilitator

Position Location: Based in our office at Portland OR Lewiston, with some travel between sites. Current potential for remote work

Schedule: 40 hrs per/week

Position under the supervision of: Community Program Manager

Compensation: \$20/hour

Description:

Gateway Community Services Maine centers youth leadership, empowerment, and community engagement. We're looking for a full time candidate to work with, facilitate and lead our Community Youth Coalition Program.

Major Duties and Responsibilities:

- Leading strategic meetings, creating agenda, facilitating coalition meetings
- Partnering, and collaborating with partner organizations to strengthen community relations and building events
- Planning, organizing, directing, and supervising the work done by the youth coalition members
- Develop strong connections, relationships and a coalition members and appropriate community partner organizations
- Identifying ways to better build leadership skills, community organizing and support among members
- Creating a space that fosters self-expression, leadership and confidence among coalition members
- Tracking attendance of youth during events, meetings, in person and virtual
- Taking notes during meetings and sending them via email for all staff
- Tracking Program reports submitted by coalition members

Essential Knowledge and Abilities:

- Commitment to youth voice and to normalizing youth leaders in decision-making spaces
- Is committed to social justice and racial equity
- Experience working with and empowering youth
- Good communication skills: written and verbal
- Dependable organization skills

Qualifications

- College degree is recommended but not required
- Background in community organizing is recommended but not required
- Has background in group facilitation, youth leadership is recommended but not required
- Has background working at the community level building partnerships, collaborations and relationships

Benefits:

- Medical insurance package
- Paid holidays
- Paid sick time
- Paid annual vacation time

Gateway Community Services Maine

- 401K match benefit

How to apply:

Please send resume and cover letter to: safiya.khalid@gatewaycommunityservice.org

Application Deadline: December 20, 2021