



## Program Job Description

In this dynamic role between HeadsUp Fox Cities and People of Progression, a shared job position will have the chance to set example to traditional system providers best practice and how to leverage lived experience with healing centered engagement to directly interact with teenagers within the child welfare system, unaccompanied minors facing barriers to enter any system, and young adults dealing with post-childhood trauma impacts. This individual will witness firsthand the outcomes following abuse, neglect, and foster care. Success in this position requires exceptional emotional intelligence, empathy, leadership skills, and administrative experience. Additionally, strong communication, relationship-building skills, and a profound understanding of systematic traumas are crucial to achieve program outcomes.

### HeadsUp Fox Cities Youth Advocate Responsibilities

#### Case Management:

- Create opportunities for youth empowerment and engagement
- Engage with participants to understand and assess their needs
- Work with team members and collaborators to efficiently accomplish tasks
- Collect data and evaluations from participant intakes and case management process
- Conduct intake calls and assess suitability for resource navigation and/or Personalized Path Program
- Solve complex challenges in close collaboration with youth-serving organizations using the HeadsUp resource navigation model
- Deliver personalized support and mentorship to young adults, focusing on life skill development and defining personal, educational and career goals
- Emphasize the importance of relationship and trust building by prioritizing time spent with each participant before HeadsUp administrative tasks
- Assist youth with various tasks including applications, phone calls, resource finding, and occasional transportation
- Proactively identify and address immediate barriers hindering progress to identified goals, and/or basic needs

### People of Progression Youth Program & Community Engagement Coordinator Responsibilities



- Create opportunities for youth empowerment and engagement
- Organize and support a youth leadership advisory committee
- Coordinate youth programming activities with support from volunteer staff
- Office administration tasks such as maintaining invoicing structure in accordance with reporting requirements
- Facilitate communication to volunteers, youth advisory team, and community engagements
- Maintain documentation of planning notes, agendas, etc from activities coordinated under youth program
- Coordinate volunteer utilization for programs and events facilitated by P.O.P.

**Shared Program Responsibilities between HeadsUp Fox Cities & People of Progression:**

- Aid in fundraising efforts, engaging in tasks such as small grant writing
- Manage stock for basic needs pantry and maintain inventory
- Collect and analyze data to assess program effectiveness
- Perform data entry, handle emails, and undertake additional tasks as directed by the Program Director
- Engage in the Housing Coalition and Citizen Review Panel to gain insights into community partner perspectives
- Collaborate with internal and external stakeholders to deliver workshops and participate in resource fairs

**Job Qualification Requirements:**

- An associate's degree in business, finance, event coordination or other equivalent lived-experience that is relevant to the position.
- Excellent organizational skills.
- Prior experience with project management.
- Excellent communication skills.
- Problem-solving skills.

All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.



## **Wages & Benefit Information**

### **Compensation**

This position has a starting wage of \$23.00/hr for a 40-hour week shared position, and generous work schedule flexibility. This position is provided a taxed benefit stipend of \$15,000.

### **Equal Opportunity Employer**

People of Progression is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage all applicants to apply regardless of their arrest or conviction (unless violent crime), race, religion, sex, national origin, ethnicity, age, physical disabilities, political affiliation, sexual orientation, color, gender identity characteristics or expression, marital status, veteran status, or medical condition (e.g., AIDS, cancer). We strongly encourage Black, Multi- / Bi-racial, LGBTQ and Queer and Trans People of Color to apply.

### **To Apply:**

To apply, send resume and a brief letter of interest to Kristen Gondek at [kristengondek@peopleofprogression.org](mailto:kristengondek@peopleofprogression.org). No phone calls please.