



Job Description
Engagement Coordinator – Seattle Chapter &
Youth Advocates Ending Homelessness (YAEH) Chapter

Job Title:	Engagement Coordinator – Seattle Chapter & YAEH Chapter	Status:	Regular, Full Time
Reports To:	Youth Programs Manager	Starting Salary:	\$20.50-\$22.50 per hour, DOE
Program:	Youth Programs	Classification:	Non-Exempt

The Mockingbird Society is a non-partisan advocacy organization focused on transforming foster care and ending youth homelessness. We do this by creating, supporting, and advocating for racially equitable, healthy environments that develop youth and young adults at risk of or experiencing foster care or homelessness. Our efforts are rooted in and guided by the voices of the communities we serve and those with lived experience in the systems we are trying to change. Ultimately, we want every young person, regardless of race and individual experience, to reach adulthood with an equitable opportunity to thrive.

POSITION SUMMARY

The Mockingbird Society’s Youth Programs – a powerful statewide coalition of young people impacted by foster care and homelessness ages 13-24 – focuses on leadership development, civic engagement and direct youth involvement in state-wide system reform. Participants create change by developing leadership and advocacy skills, and then sharing their experiences and ideas for reform with key policy makers and the public. The Engagement Coordinator is responsible for all aspects of youth engagement for Mockingbird’s two Seattle-based chapters, including recruiting, training, and coordinating advocacy efforts to positively reform the child welfare and homeless systems. To do this effectively, Engagement Coordinators partner with agencies in their regions and participate in local community efforts aligned with our mission. The Engagement Coordinator will also have a demonstrated commitment to equity in the work and the workplace being a priority.

This position is based out of The Mockingbird Society’s headquarters in Seattle, but currently, due to the COVID pandemic, works remotely from home.

ESSENTIAL RESPONSIBILITIES

Program Coordination & Administration

- Plan and facilitate monthly chapter meetings and leadership team meetings.
- Conduct outreach and recruitment efforts to ensure youth participation goals are met.
- Recruit and prepare youth to attend Youth Advocacy Day and the Youth Leadership Summit.
- Engage youth in understanding and participating in Mockingbird’s year-round advocacy cycle.
- Help youth identify systemic problems related to foster care and/or homelessness, to develop and propose solutions.
- Help youth prepare for and facilitate public trainings on foster care and youth homelessness issues.
- Recruit, prepare and coach youth to engage in public speaking events.
- Assist youth in writing articles for the *Mockingbird Times*.
- Connect youth with resources in their community as appropriate.

- Collect and input accurate participant activities data.
- Work with Director of Youth Programs, Youth Programs Manager, and other team members to develop annual goals.
- Submit timesheets and stipend requests for Chapter Leaders and chapter members.
- Monitor chapter budget and complete necessary financial paperwork.

Community Collaboration

- Maintain and grow effective collaborative relationships with other foster youth serving agencies in the region.
- Attend host agency meetings and work collaboratively with host agency staff to ensure effective communication and programmatic alignment between TMS and host agency.
- Solicit community speaking/outreach presentations.
- Organize regional awareness-raising and community-building events for participants.

Supervision

- Supervise youth during activities, ensuring positive engagement and safety.
- Supervise youth during special events such as Youth Advocacy Day, the Youth Leadership Summit, Statewide Leadership Council meetings, and speaking events.
- Supervise and support the work of two youth chapter leader employees who provide peer leadership to their respective chapters, facilitate chapter meetings, write articles, speak publicly, conduct trainings, and participate in quarterly Statewide Leadership Council meetings. Supervision includes quarterly reviews and goal setting for professional development.
- Document and appropriately respond to incidents.

QUALIFICATIONS

- Experience with, and/or commitment to having, race equity, social justice, and LGBTQ/cultural competence be a workplace priority.
- 1-3 years of successful experience working with youth, particularly youth who have personal experience with foster care, homelessness, or the juvenile justice system, is preferred.
- Demonstrated ability to effectively recruit and retain participants in youth programs.
- Demonstrated ability to form and maintain professional partnerships.
- Experience and success with public speaking and facilitation.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills; ability to successfully juggle multiple priorities and deadlines.
- Knowledge and competency with Microsoft Office Suite, basic data entry, virtual meeting platforms (Zoom), and social media.
- Ability to attend evening or weekend meetings, as requested.
- Ability to attend all annual events, meetings, and trainings, including one overnight summer conference in Seattle.
- Understanding of the state legislative process is preferred but not required.
- Bachelor's degree in social work, human services, social sciences, or related field, or a comparable combination of education and experience, is preferred but not required.



OTHER REQUIREMENTS

- Upon date of hire, must be able to pass a Washington State and national criminal history check.
- Must have broadband access for remote work.
- Must have access to a vehicle, or to other source of transportation. A valid driver's license and proof of insurance will be required if a personal vehicle is used for business purposes.
- Available to work some evenings and weekends with occasional travel.
- Ability to perform moderate physical work.

COMPENSATION

The approved salary range for this position is between \$20.50 and \$22.50 per hour, depending on experience and qualifications. Benefits include medical and dental insurance, optional SIMPLE IRA with employer match, Employee Assistance Program, and generous paid time off.

EMPLOYMENT POLICY

The Mockingbird Society™ is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status.

Alumni of foster care and those who have experienced youth homelessness are encouraged to apply.

HOW TO APPLY

Please follow the below instructions in full. Incomplete applications will not be considered.

- Submit applications to jobs@mockingbirdsociety.org with "Seattle/YAEH Engagement Coordinator" in the subject line.
- Applications must include a resume and a cover letter, in Word or PDF format.
- The Mockingbird Society is committed to actively creating racial equity and eliminating the impact of intersectionality by embodying the changes we want to see in our work. Applicants are required to include a statement regarding how they would support and further this goal in their cover letter.

We are unable to respond to phone inquiries.

Position is open until filled; priority consideration will be given to applications received by **August 14, 2020**.