OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for

Program Coordinator – Elevate Youth (Orange Hub)

Under the direction of the Nutrition, Health, and Wellness Program Manager - the Program Coordinator will perform a variety of duties for the Elevate Youth program, working with youth with substance use history or those at-risk for substance use in an identified neighborhood hub of Orange. In partnership with two local schools (and/or youth serving organizations) and the El Modena Family Resource Center, youth will be engaged annually in substance use education and prevention activities through a variety of culturally relevant arts-based activities; playing a critical part in the work and dedication of Community Action Partnership of Orange County’s initiatives. It’s leadership with a cause and the rewards are immeasurable!

WHAT YOU WILL ACCOMPLISH IN THIS ROLE

Under supervision of the Program Manager, the Program Coordinator will support youth engagement that focuses on youth activism specifically in communities disproportionately impacted by the War on Drugs. Duties will include developing targeted culturally and linguistically appropriate social justice youth development, peer-to-peer support and mentoring programs that are healing-centered, trauma-informed and focused on youth ages 12-26. Activities accomplished must apply an intersectional approach to health equity through policy, systems, and environmental change, with an emphasis on changing social norms around substance use, preventing harms and risks associated with substance use, and that include leadership development opportunities.

Selected candidate must be bi-lingual in English/Spanish.

This position will pay $23.00 per hour and is funded through November 2023.

ROLES AND RESPONSIBILITIES

- Follow the Scope of Work to deliver Elevate Youth services at identified neighborhood hub, local schools, and youth serving organizations engaging youth participants in education and prevention activities.
- Partner with neighborhood hub, local schools, and youth serving organizations to present program, recruit youth participants, and carry out services in both the English and Spanish languages.
- Encourage positive relationships among youth participants with neighborhood hub staff, school staff, and youth serving organization staff.
- Host and participate in neighborhood hub meetings
Develop a peer-to-peer education model, with activities that include opportunities for youth to evaluate harm and provide strategies to engage youth with substance use history or those at-risk for substance use.

Provide training on leadership skills, restorative justice to reduce harm, and develop strategies for policy, systems and environmental change.

Support youth with suggested activities: arts-based, culturally relevant educational campaign, murals, PSAs, spoken word, photovoice, and dance/music, to promote a healing approach to the War on Drugs.

Host yearly youth listening sessions as a forum where youth will present their findings, activities accomplished, share their policy, systems and environmental change strategy, and enlist the support of local decision makers.

Measure and record outcomes through notes, attendance and participation, and pre and post surveys assessing knowledge, skills, and behavioral change.

Complete and submit quarterly progress reports and a cumulative final report to funder.

Work collaboratively with Program Manager, Anaheim Hub Program Coordinator, Santa Ana Hub Program Coordinator, and Community/Resource Center site staff.

Other duties as assigned.

THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN

- Working with youth (12 to 26 years old) of various cultural and ethnic backgrounds.
- Communities disproportionately affected by the War on Drugs.
- Policy, systems and environmental change strategies that modify larger structures to make healthy choices practical and available to all community members.
- Building rapport with youth, schools, community centers, and youth serving organizations.
- Working both independently and collaboratively within a team.
- Providing services, presentations, and facilitating meetings in a virtual format and in-person (accounting for CDC and CDPH guidelines for social and physical distancing).
- Mentoring for leadership development, peer-to-peer education models, and family engagement.
- Creating and administering pre and post surveys to measure knowledge, skills, and behavioral change.

IDEAL CANDIDATE MUST BE

- Customer service oriented: Establish rapport with staff, agencies, and participants from culturally diverse backgrounds.
- Ethically Focused: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- Inclusive: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
• Work focused: Being detailed oriented while working accurately and efficiently on a consistent basis without assistance. Strong organizational skills. May require working weekends/evenings/holidays when/if needed to meet client/production demands. Workdays and hours of work are subject to change. May work both onsite and remotely and must have ability to fluidity transition between onsite work and remote work.
• Language skilled: Demonstrate a clear, concise, and effective command of the English and Spanish languages, both oral and written.
• Mathematical: Write, compose, and complete mathematical calculations correctly and in a timely manner. Compose and compile numbers, statistical data, and obtain other information for forms, reports, and presentations.
• Computer literate: Competently use the Internet, Web based databases, Microsoft Office (WORD, EXCEL, POWERPOINT, PUBLISHER and ACCESS) and other applications via an office/laptop computer, PC Tablet/Notebook, I-Pad, Camera, Printer, Projector, Copier, Smart cell phone and/or other electronic devices. Experience with virtual communication platforms. Use a variety of computer databases to ensure that client records, statistics and reports are completed.

EDUCATION AND EXPERIENCE
Minimum AA degree (60 units) or bachelor’s degree with 1-3 years or more experience in social services, youth development/engagement, and public health.

TRAVEL
Possess a valid California Driver’s License with a driving record that meets minimum standards established by CAP OC insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.

Typically, travel is required throughout Orange County, and occasionally to other areas as needed, during the business day using the incumbent’s personal vehicle. Possible travel during evening hours and/or possible out-of-the-area may be required.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The work environment for this role is predominantly indoors in an office environment. While performing the duties of this job, the employee is regularly required to bend, stoop, reach, pull, push, stand, kneel, sit, twist, turn, stand, walk, bend at the waist, talk and hear, vision abilities include close vision, distance vision, color vision, ability to adjust focus, prolong manual dexterity of wrist and fingers, and prolong computer work. Employee will experience prolong periods of both sitting and/or standing in an office environment. The employee must regularly lift and/or move objects up to thirty (30) pounds.
HOW TO APPLY
Please Apply at Community Action Partnership of Orange County’s website at www.capoc.org.

MEDICAL EXAMINATION AND BACKGROUND CHECK
A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a pre-employment physical, drug screen, Live Scan and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE PROMISE OF COMMUNITY ACTION
Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.