



Youth Engagement Coordinator Job Description

Title: Youth Engagement Coordinator

Location: 1 position in Vancouver, WA. 1 position in Tukwila, WA.

Reports to: Managing Directors, Seattle & Vancouver

Status: Part Time – Hybrid

Rate: \$25 per hour

About iUrban Teen

iUrban Teen is a nationally recognized program dedicated to bringing career-focused education to historically and systemically excluded teens ages 12 to 18. Youth receive hands-on exposure to a variety of careers and civic engagement opportunities that step them outside of their current boundaries. Our program goals are to increase awareness and knowledge of STEM+A careers and training, to build confidence and critical thinking, to provide mentorship and internship opportunities, and to create a collaborative learning model for youth.

General Job Description

The Youth Engagement Coordinator will work closely with iUrban Teen staff to assist in the overall coordination of student engagement services and opportunities to ensure adherence to the organization mission and values of authentic youth engagement, building community, equitable practices that promote race equity, diversity and inclusion, and strengths-based practices.

Major Responsibilities & Duties May Include:

- Collect and update contact information for middle and high schools, business organizations and community organizations, school counselors, CCR staff and CTE instructors to market the program
- Send out scripted emails and communications to schools and potential community partners
- Review and edit materials and presentations for the organization
- Generate and collect career interest and pre-surveys before an event, and post surveys for an event. Compile pre and post surveys for Program Coordinator or Program Manager and report findings.
- Distribute, collect & maintain data base of Permission & Release Forms for all participants and Waivers and NDAs as required for Volunteers and adult Instructors, Team Leads and other event participants
- Review website, event calendar, social media and marketing materials regularly for accuracy. Create list of updates needed to maintain correct information for the public
- Complete other duties as assigned



Ideal Candidate Profile

- Strong initiative and self-starter
- Comfortable with ambiguity, changing schedules, and multi-tasking
- Attention to detail including in printed materials when checking for spelling, grammar and language usage
- Willingness to assist in any area of need
- Able to pivot mid-assignment per the need of client or task

About this position:

- Limited duration position. Part-time.
- No health/medical benefits.
- \$25 per hour.

To Apply:

Candidates will email their resume and cover letter to Melinda@iurbanteen.org.

All applicants who receive a conditional offer of employment will be required to comply with the Company's mandatory COVID-19 Vaccination Policy. The Company's COVID-19 Vaccination Policy requires all employees who work from the Company's offices or whose job duties require them to travel to our U.S. offices, and/or private destinations be fully vaccinated against COVID-19. If you are covered by this policy, you will be asked to complete Vaccination Attestation upon acceptance of this offer and upload proof of vaccination to the Company's human resources system prior to your first day of employment. Candidates must be able to pass a background check.

iUrban Teen is an equal opportunity employer committed to racial equity. We welcome and encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latinx, Asian, or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply.

iUrban Teen values work-life balance through flexible schedules, bringing one's whole-self to work every day, close partnerships between community and employees and creating a safer work environment for employees of historically excluded communities.