

**Oakland Youth Commission**  
**Program Coordinator Job Description**  
Salary Range: \$31.49 – \$38.66 per hour, 10-20 hours per week

**Opening Date:** May 20, 2023

**Priority Closing Date:** June 14, 2023

**The Position:**

The City of Oakland is currently recruiting to fill a **Program Coordinator, Part-Time** vacancy for the Oakland Youth Commission, within the Human Services Department. The ideal candidate is compassionate, creative, and committed to developing youth as leaders for social change; has experience working with youth; has experience with community organizing and/or public policy; and has strong organizational, facilitation and mentoring/coaching skills.

Under direct supervision, the Program Coordinator assists in program planning and implementation; developing and maintaining community partnerships; and performs related duties as assigned.

This position is part-time, with the expectation that you can work 10-20 hours a week, and are available between 4-8pm at least 3 days a week Monday-Friday, and occasionally on weekends. Hours may vary week to week.

**Background:**

Founded in 1985, the Youth Commission uses youth leadership development, advocacy, and civic engagement to provide youth with the skills and opportunities to grow and develop. The mission of OYC is to increase youth voice, leadership, and power to create an engaging and equitable city where all youth are safe, free from violence, able to access healthy foods and healthcare, and living in stable housing. Our vision is to create caring civic culture through organizing and advocacy to improve outcomes for low-income youth of color. The OYC represents a demographically diverse cross-section of Oakland's residents between the ages of 13 and 21-years-old, and advises City Council and the Mayor on matters of importance to youth by conducting research, hosting community events, and advancing a youth-led policy agenda.

**Example of Duties:**

- Assist with youth participatory action research projects to advise city policymakers
- Coordinate events in partnership with community-based organizations to highlight advocacy efforts in public safety, housing, civic engagement, and public safety
- Support youth to participate in broader coalition work and/or engage with city council and/or the school board
- Support with developing and running our social media account

**Minimum Qualifications:**

*Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.*

Education: Current enrollment in a Master's degree program from an accredited college or university in public policy, education, political science, social work or closely related field.

Experience: None required, however the following special qualifications are highly desirable:

- Experience in youth development programming, preferably in youth organizing
- Experience with community organizing, facilitating meetings, conducting independent research and analysis, and preparing public information.

Knowledge of:

- Government organization and functions
- Principles of social justice including systems of oppression
- Restorative justice in theory and practice
- Computer applications including Microsoft Outlook, Google Drive, Slack, and Instagram

Ability to:

- Build trusting, caring, respectful and professional relationships with youth
- Communicate effectively in both oral and written form
- Learn the structure and operations of city government.
- Accept feedback regarding assigned projects; be adaptable and work cooperatively on assignments.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

- License: Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

**How to Apply:**

To apply, please submit your resume, and cover letter explaining who you are and why you would be a good fit for this position to Sara Tiras by June 14, 2023. Applications that meet the deadline will be given priority, however applications will continue to be accepted until the position is filled. Sara can be reached via [stiras@oaklandca.gov](mailto:stiras@oaklandca.gov). After reviewing applications, qualified applicants will be contacted for an interview.