

Program Assistant Job Description

Salary Range: \$18 to \$27 per hour, DOE for 10-15 hours per week

Opening Date: May 20, 2023

Priority Closing Date: June 14, 2023

Starting date: August/September 2023

Position:

The Human Services Department seeks a part-time **Program Assistant**, to assist the Director to the Youth Commission to carry out monitoring the day-to-day administrative duties and functions that will enable the Oakland Youth Commission (OYC) to thrive.

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, learning in a quality education, 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

- Provide administrative assistance to the Director; respond to inquiries from the public
- 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, and/or civic engagement
- Support youth to participate in broader coalition work, engage with city council and/or the school board
- Support with developing and running our social media account

Minimum Qualifications

- High School diploma
- Enrolled in a Bay Area undergraduate program in a college or university

- Must be able to attend weekly meetings in Oakland

Knowledge and Abilities

Knowledge of:

- Government organization and functions
- Principles of social justice including systems of oppression
- Tools of organizing and advocacy
- 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

Expectations:

- Interest in social justice and youth leadership
- Strong work ethic, punctuality, and integrity
- Works well in a collaborative setting and is responsive to feedback
- Highly organized, self-motivated, resourceful, and creative

Compensation:

Salary Range: \$18 to \$27 per hour, DOE for 10-15 hours per week

Contract Period: August/September 2023-June 2024 or longer

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 at stiras@oaklandca.gov. After reviewing applications, qualified applicants will be contacted to set an interview.