



Joyce L. Sobel Family Resource Center
476 Market Street
Friday Harbor, Washington 98250
360-378-5246
<https://jlsfrc.org>

Youth & Community Engagement Coordinator

The Joyce L. Sobel Family Resource Center is seeking a Youth & Community Engagement Coordinator to begin 1/15/25. This position is 24 hours per week and oversees the three primary JLSFRC community programs that serve youth ages 5 – 21 and their families. Preferred candidates will have prior professional experience working with school-aged youth, be familiar with local youth resources and have strong working knowledge of community outreach and engagement strategies. Join our energetic team in providing high quality programs that make a lasting positive difference in the lives of local youth and their families.

Key Responsibilities

- Engagement, Coordination & Facilitation of youth and family programs:
 - Recruit program participants through appropriate outreach and referral channels
 - Recruit, train and supervise adult mentors and contracted service providers, using approved processes determined by JLSFRC. .
 - Ensure that program activities adequately address academic, developmental and social-emotional needs of program participants.
 - Maintain a regular calendar of meetings, workshops, newsletters and/or events for each youth program offered by JLSFRC.
 - Create/maintain appropriate program forms, documents, surveys, enrollment and registration processes as needed.
 - Connect program participants (including family members as appropriate) to additional supportive resources or services both within JLSFRC or via additional agencies, as needs become apparent.

- Support of Program Funding and Administrative Needs:
 - Work with JLSFRC Executive Director and Programs Director to establish appropriate program evaluation plans, adhere to data requirements and write program reports as required.
 - Maintain program participant files, program documentation and data entries in timely compliance with agency grant and service contracts.

- Represent JLSFRC Youth/Young Adult programs within the broader community:
 - Take the lead on youth programs engagement and outreach in coordination with Programs Director and Media Contractor
 - Help to coordinate and promote community workshops or educational presentations that further the goals of supporting youth, family and community in the SJI community.
 - Grow and maintain collaborative, productive relationships with other youth agencies, programs and services.
 - Represent JLSFRC youth/young adult programs in regional or national trainings, convenings or conferences.



Essential Job Requirements:

1. Bachelor's degree or commensurate professional experience in related field. Strong working knowledge of child/youth development and trauma-informed practice required.
2. Spanish language speaker preferred
3. Experience working with youth, ages 7-21, and their families in an educational or human services role
4. Basic computer skills (MS Office Suite)
5. Strong competency in data collection, management and input
6. Facilitation of youth groups
7. Assist with management of additional program staff and subcontractors
8. Current driver's license
9. Experience with volunteer programs
10. Comfortable with public speaking/presentations
11. Basic knowledge of trauma informed practice as it relates to working with youth and families
12. Ability to lift and transport program supplies and equipment up to 50 lbs.
13. Ability to successfully pass standard program background checks.

Pay Range:

\$28.00 - \$30.00/hour, depending upon experience

Benefits:

- SEP IRA contribution equal to 3% of monthly pay
- Health Insurance Package – Regence Silver Plan with employer paying 75% of the premium
- Twelve paid holidays per year
- Paid time off (PTO)– annual accrual of 14 days for first 11 months of employment, then determined by length of service
- Paid Family and Medical Leave
- Some benefits start after an initial 90-day probationary period is completed

Conditions of Employment

- Successful candidate must pass a comprehensive post-offer, pre-employment background check

Equity Statement

At JLSFRC, we believe in providing a safe, equitable and inclusive environment. JLSFRC believes that diversity and inclusivity are an integral part of our workplace and our service to the community and as such, we encourage candidates from diverse backgrounds, including communities of color, the LGBTQ+ community, veterans, and people with disabilities to apply.

Interested parties:

Please submit cover letter and resume to: jallen@jlsfrc.org