

Position Description

Network Engagement Associate

Youth Development Resource Center

An affiliate of The Forum for Youth Investment

FULL TITLE: Network Engagement Associate

SUPERVISOR: Improvement and Impact Manager

PURPOSE: The Youth Development Resource Center seeks a full-time Network Engagement Associate.

The Network Engagement Associate will grow and support our network of Detroit-area youth-serving professionals and organizations. This position will be based at the Youth Development Resource Center's office in Detroit, MI and will be an 80-100% FTE appointment.

Organization & Background

The **Youth Development Resource Center** (YDRC) in Detroit supports a network of Detroit-area youth development providers to strengthen their individual and collective impact on youth through shared measurement, continuous quality improvement, professional development, and advocacy. For more information visit www.detroitydrc.org.

The Youth Development Resource Center is a Detroit-based affiliate of the Forum for Youth Investment. Founded in 1998, **the Forum for Youth Investment** is a national nonprofit, nonpartisan "action tank" committed to changing the odds that all children and youth are ready for college, work, and life. It provides ideas, services, and networks that leaders need in order to make more intentional decisions that are good for young people. The Forum helps leaders increase their capacity to more effectively make the case for and manage the collaborative efforts that are needed to change the odds for youth; improve the alignment and appropriateness of child and youth policy agendas and investments; and strengthen programs' and practitioners' capacity to create environments in which youth thrive across all the systems and settings where young people spend time. For more information, visit www.forumfyi.org.

Position Responsibilities

A. Outreach:

- Meet with prospective and new network members for an introduction to YDRC offerings to grow and deepen engagement in the YDRC network in Detroit and regionally
- Coordinate and manage provider outreach projects (e.g., advocacy events, DiscoverYourSpark.org program locator, professional learning community outreach, etc.)
- Coordinate afterschool and summer locator project

B. Meeting Planning and Facilitation:

- Plan and facilitate Monthly Network Meetings on a variety of topics stemming from provider needs
- Co-plan the Fall and Summer Summits or other network/professional development events
- Perform the following functions for all meetings and events:
 - Solicit input from Improvement and Impact Manager and/or Improvement and Impact Associate when planning topics and locations
 - Coordinate with Communications Consultant to promote the meetings
 - Secure meeting locations and foster relationships with location contacts
 - Seek approval for budget / expenses from the Executive Director
 - Coordinate with Data and Operations Assistant on registration and evaluation
 - Coordinate with the Improvement and Impact Manager to process invoices and contracts

C. Network, Quality Improvement/Professional Development System, and Youth Development System-Building:

- Identify potential provider partners that might have readiness for the Acting with Data Learning Community or other professional learning community
- Support Improvement and Impact Team in the engagement and talent identification of contracted trainers

D. Team Planning:

- Meet with the Improvement and Impact Manager as requested to set work priorities and gather input on content for Network Meetings/Summits to ensure it is tied to YDRC's broader capacity-building focus and goals
- Participate in YDRC's weekly and monthly internal planning meetings
- Coordinate with key staff and contractors to jointly create and execute a plan for Network Meetings, Summits and Professional Development offerings
- Organize event logistics and details (dates, locations, topics) and work with external communications consultants, as needed, to produce event collateral and advertise events in YDRC's newsletter and social media accounts

E. Communications:

- Further develop YDRC's brand and communications strategy – identifying key messages and key audiences – and work with the YDRC team and external communications consultants to refine communications goals
- Curate and write Impact Stories for YDRC's website and social media channels, to highlight the work of partner organizations to advance quality and advocate for youth and to engage new audiences with compelling stories across YDRC's media platforms (i.e., newsletter, Facebook, Twitter, Instagram). Includes creating an editorial calendar, identifying and interviewing partner program staff with compelling stories to share, and securing photography

- Coordinate photography as needed and manage a contracted photographer if needed for events or Impact Stories
- Participate in activities related to the afterschool and summer program locator
- Create and maintain a list of resources to share (e.g., videos, tip sheets, etc.)
- Ensure that all communications are culturally sensitive and align with the YDRC values and quality standards
- Support Data and Operations Assistant with the upkeep of our customer relationship management (CRM) system

F. Other duties as assigned

Performance/Character Requirements

The successful applicant will be a highly motivated, organized, and relationship-focused person with strong knowledge of youth development best practices, direct experience with out-of-school-time professionals, and interest in providing and managing provision of training and technical assistance in the human service or education fields. Perhaps most importantly, the candidate will have an authentic commitment to supporting youth-serving professionals and organizations in an under-resourced community and have a knack for making connections with the people and communities doing this work. Initiative, intellectual curiosity, creativity, reliability, flexibility, discretion, thoroughness, accuracy and a commitment to YDRC's mission are critical. We are looking for a natural connector and organizer who can motivate individuals and organizations to engage with the larger community of youth development professionals. Regular local travel is required and national travel is approximately 5% time (subject to change depending on organizational needs).

Qualifications

The Network Engagement Associate will be thoroughly committed to the Youth Development Resource Center's mission. All candidates should have proven program leadership, coaching, data management, and relationship management experience.

The successful candidate will have most of the following qualifications:

- A bachelor's degree or higher in a relevant discipline such as youth development, social work, education, public administration, human resources or communications.
- Working knowledge of child, adolescent, and adult development theory as well as experience with programming for diverse populations and learning styles.
- 3-4 years of experience as a youth development professional in an afterschool or summer youth program, ideally at the program manager level.
- Experience with the High Scope participatory learning approach and experience with the Weikart Center's Youth Program Quality Intervention (YPQI).
- Interest or experience with organizational and program improvement efforts in school-day or OST settings.

- A strong understanding of training and technical assistance, including data-driven planning content, for program managers and/or related audiences.
- Project management experience, particularly in the area of delivering training and technical assistance to out-of-school-time clients.
- Familiarity with and/or experience with implementing adult learning opportunities for youth work professionals.
- Familiarity with a variety of technologies, including the advanced features of Outlook, Excel, Word, and PowerPoint, as well as marketing, communication products, and social networking applications.
- A demonstrated ability to deliver superior client service.
- Excellent verbal and written communications skills.
- Excellent facilitation skills.
- Excellent relationship building skills.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

Working Environment

Flexibility is required to adapt to the dynamic work environment of a small but growing non-profit that has an expanding portfolio of youth development program and foundation clients. The climate is informal but mission-driven. Excellence is valued in every position.

Position & Compensation

Salaries at the Forum for Youth Investment (YDRC is an affiliate of the Forum) are competitive with comparable non-profit organizations in the region and will be based upon experience and expertise. Salary range, duties and responsibilities of this position meets the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position.

Please send a cover letter and curriculum vitae to: Kim Johnson, Senior Network Advisor, Youth Development Resource Center, kim@detroitydrc.org. Applications will be reviewed on a rolling basis. If your application is selected for an interview, you will be contacted directly. Resume review will begin February 17th and applicants will be considered on a rolling basis. No telephone calls or inquiry emails, please.

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The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at jobs@forumfyi.org if you require a reasonable accommodation to complete your application.