

Position Description

Network and Engagement Associate

Youth Development Resource Center

An affiliate of the Forum for Youth Investment

FULL TITLE: Network and Engagement Associate

SUPERVISOR: Interim Co-Director, Network and Engagement Manager

PURPOSE: The Youth Development Resource Center seeks a full-time Network and Engagement Associate. The Network and Engagement Associate will deepen network engagement and advocacy efforts of Detroit area youth-serving professionals and organizations. This position will be based at the Youth Development Resource Center's office in Detroit, MI, following a hybrid office model and a 100% FTE appointment.

Organization & Background

Founded in 2013, 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. Our mission is to improve the quality of Detroit-area youth-serving organizations to maximize their impact on youth and advocate for accessible, high-quality youth development opportunities.

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 to make more intentional decisions that are good for young people. The Forum helps leaders increase their capacity to more effectively make a 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

Network Strengthening and Advocacy

- Support with planning and facilitation of the Equity Accelerator for Youth Development (EAYD) cohort using a participatory design process.
- With deep input from network providers and partners, research advocacy best practices for the out-of-school time sector in Detroit and surrounding areas.
- Serve as the co-representative for YDRC in local coalition meetings, intermediary meetings, and other advocacy meetings that align with YDRC's mission.

Network Engagement

- Coordinate meetings with the Network Engagement Manager for prospective and new network members for an introduction to YDRC offerings
- Assist with identifying and maintaining relationships with strategic partners, such as local capacity-builders and intermediaries.

Network and Operations Support

- Participate in planning and preparation for YDRC's events such as summits, network meetings, skill-building workshops, learning community cohort meetings, and EAYD. Support with managing video (via Zoom) and in-person events.
- Participate in YDRC staff and other relevant meetings.
- Act as notetaker at appropriate meetings and organize meeting notes, materials, and files for follow-up with participants.
- Assist with operations projects. Support the team with special projects that advance YDRC's organizational development (e.g., procedures manual, customer relationships management database, improvement and impact special projects, etc.).

Communications and Social Media

- Coordinate YDRC's social media and communications platforms (e.g., DiscoverYourSpark.com, Facebook, Twitter, newsletter, etc.).
- Create and post content that shares resources, tells stories from the network, and communicates critical messages about the value of out-of-school time programming.
- Ensure that all communications are culturally and racially sensitive and align with the YDRC values and quality standards.
- Support with the upkeep of our customer relationship management (CRM) system and the compilation and reporting of communications and network participation data for internal improvement, external communications, and grant reporting purposes.

Resources and Technical Assistance Support

- Develop and maintain guides for network partners on resources such as field trip locations, curricula, transportation, current policies, fundraising etc.
- Review policies, articles, and other information regarding national and local youth development-related advocacy efforts, funding, and BIPOC leadership best practices. Prepare essential information to be shared with the network through an emailed newsletter, website, social media, or distribution at meetings.

Other Duties as Assigned

Performance/Character Requirements

The successful applicant will be a highly motivated, organized, and provider-focused person with strong knowledge of youth development best practices, direct experience with out-of-school-time professionals, and an interest in providing and managing training and technical assistance in the human service or education fields. They are committed to promoting anti-racist practices with all stakeholders, internal and external. Superior communication skills and demonstrated project and systems management experience are also essential. Initiative, intellectual curiosity, creativity, reliability, flexibility, discretion, thoroughness, accuracy, and a commitment to YDRC's mission are critical. Local travel is required, and national travel is approximately 5% time (subject to change depending on organizational needs).

Qualifications

A Bachelor's in Education, Social Work, Youth Development, Public Policy, Public Administration, Urban Studies, or Sociology and experience in a nonprofit role, as well as experience in the out-of-school-time sector as a young person in programming, a youth development professional, program manager, and/or trainer/consultant, is required. In addition, the successful candidate will have:

- Willingness to participate in the Youth Work Methods Train the Trainer certification process (within the first six months of being hired).
- Working knowledge of the child, adolescent, and adult development theory and experience programming for diverse communities and learning styles.
- 1-2 years of experience as a youth development professional and with organizational and program improvement efforts.
- Project management experience, particularly in delivering training and technical assistance to out-of-school-time clients.
- Familiarity with and experience implementing adult learning experiences for youth work professionals.
- Familiarity with a variety of technologies, including the advanced features of Google Suite tools (Sheets, Slides, Docs, Jamboard, Gmail, etc.), CRM databases, data analysis software (e.g., Qualtrics, SurveyMonkey), as well as marketing and communication products such as Zoom, Canva, and social networking applications.
- Excellent verbal and written communication skills.
- Experience with participatory learning approaches. Experience with the Weikart Center Youth Program Quality Intervention is preferred.
- Exhibit excellent relationship-building skills and the ability to work effectively in collaboration with diverse groups of people using a strong anti-racist and equity lens.
- Experience working with BIPOC organizations and navigating the Detroit political landscape
- Passion, idealism, integrity, mission-driven, and self-directed



Working Environment

Flexibility is required to adapt to the dynamic work environment of a small but growing local technical assistance and training center. The climate is informal and mission-driven. Collaboration and creativity are valued in every position.

Position & Compensation

The salary range, duties, and responsibilities of this position meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position. The salary is targeted in the mid-50s, with a comprehensive benefits package that includes medical, dental, and vision insurance; short- and long-term disability; a 403(b)-retirement program; and generous paid vacation, sick, and holiday time.

To Apply

Please apply to the position using this [Get to Know You Application](#) form. No cover letter is needed. Resumes can be submitted either through the form or to Tammy Miller, Operations & Data Manager, tammy@detroitydr.org. Applicants will be considered on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

**

The Forum for Youth Investment is committed to creating a diverse work environment. It 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, under 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.