

BMAC:

Job Opening Youth Engagement Program Assistant

The Youth Engagement Program Assistant will play a key role in organizing, planning, and strategizing around homeless youth and young adult engagement. This position is responsible for all aspects of youth engagement, including recruiting, coaching, and coordinating advocacy efforts to positively lift and strengthen the voices of homeless young people in community efforts. Serves as the liaison between community homeless service providers and youth participants. Must comply with all applicable federal, state and Blue Mountain Action Council policies and procedures, and with confidentiality agreement.

Blue Mountain Action Council is committed to creating an equitable organization that is inclusive and representative of the communities we serve. We recognize that our diversity is our strength, and it is critical to advancing our mission and enhancing the well-being of participants, staff, volunteers, and the community.

As an affirmative action/equal opportunity employer, it is our policy to provide equal employment opportunities to all qualified individuals without regard to race, color, religion, national origin, marital or veteran status, genetic information, gender, age, non-disqualifying physical or mental disability, sexual orientation or any other legally protected status.

BMAC has implemented a mandatory vaccination policy requiring COVID-19 vaccination for all employees. In accordance with BMAC's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families, our customers and visitors, and the community at large from infectious diseases that may be reduced by vaccinations.

Employees will be required to provide a copy of their vaccination card or other medical facility provided proof for their confidential files to the HR Director when submitting their acceptance of our official offer of employment.

HOW TO APPLY: Send completed BMAC application, resume and cover letter to:
HR@bmacww.org

The job application is available in our office or online at
<https://www.bmacww.org/jobs-and-employment-opportunities>

This position is open until filled.
Questions: Lisa Mathias, Human Resources Director 509-529-4983

Blue Mountain Action Council
Walla Walla, WA 99362

Job Description

POSITION TITLE	Youth Engagement Program Assistant	REPORTS TO:	Community Services Director
EMPLOYMENT STATUS	Nonexempt	SUPERVISES:	No one

HOURS OF WORK: Up to 20 hours, based on contract funding.

SALARY: \$21.21 per hour

GENERAL DESCRIPTION/BASIC FUNCTION: This position will play a key role in organizing, planning, and strategizing around homeless youth and young adult engagement. This position is responsible for all aspects of youth engagement, including recruiting, coaching, and coordinating advocacy efforts to positively lift and strengthen the voices of homeless young people in community efforts. Serves as the liaison between community homeless service providers and youth participants. Must comply with all applicable federal, state and Blue Mountain Action Council policies and procedures, and with confidentiality agreement.

WORK CONDITIONS AND SITE: Working environment includes activities in multiple community venues inside and outside.

ESSENTIAL FUNCTIONS: *Includes the following. Other duties may be assigned.*

1. Support data collection from a variety of sources including schools, homeless service providers, and city/county government agencies.
 - a. Facilitate and coordinate community outreach efforts (presentations, newsletter, volunteer recruitment, etc.).
 - b. Solicit community for speaking/outreach presentations.
 - c. Educate community partners on engaging youth voice.
 - d. Participate in statewide collaboration on youth voice.
2. Dedicate 10 hours per week to Anchor Community Initiative (ACI) youth engagement, including but not limited to recruitment and engagement of young people 12-24 with experience of homelessness, ensuring high-quality youth participation in ACI Core team and community team meetings, participating in ACI workgroups and subcommittees.
 - a. Supervise youth during activities, ensuring positive engagement and safety.
 - b. Prepare, coach, and support youth to engage in public speaking events.
 - c. Coordinate with the program coordinators to convene community meetings including sending invitations and tracking RSVP's, securing meeting room reservations, and preparing materials.
 - d. Document meeting minutes and track next steps.
 - e. Provide food, snacks and other supplies needed for facilitating and engaging young people in meetings
3. Support and supervise the ACI Youth Leader (part of the youth action/leadership board to be formed).

4. Develop a strategy for engaging young people outside the ACI Core Team to choose improvement projects for each ACI reducing goal.
 - a. Help youth identify systemic problems related to youth homelessness, to develop and propose solutions.
 - b. Conduct outreach and recruitment efforts to ensure youth participation goals are met.
 - c. Educate the public and peers on how to get involved at conferences, community forums, and other events.
5. Ensure young people receive incentives for all ACI work in accordance with AWHWA's incentive guidelines.
 - a. Submit timesheets and incentive requests for youth participants.
 - b. Maintain incentive budget and complete necessary financial paperwork.
6. Assists with coordination of volunteers, including recruiting volunteers, assigning duties, and maintaining paperwork

EXPECTATIONS OF ALL STAFF:

Accountability:

- Issues are raised and receive prompt responses
- Communicate with honest, authentic conversation, using active listening with staff and clients
- Maintain a high level of confidentiality
- Delegate responsibilities and trust the person/team will complete them to the best of their ability.
- Be well-versed in BMAC programs and services to fully meet client needs

Dignity:

- Value the contributions of each position and what it adds to the organization
- Everyone is treated as a whole, unique and capable person
- Honor the experiences and expertise our clients have regarding their lives
- Rebuild client's sense of self-worth and confidence

Diversity/ Equity /Inclusion

- Be a safe and accessible space for all
- Actively identify and root out systemic racism/implicit bias in the work place and commit to more inclusive practices
- Foster a sense of belonging among staff and clients
- Commit to a strong culture of Diversity/Equity/Inclusion

Spirit of Service:

- Deep desire to be in service to others
- Give clients our best effort/best work every time
- Stay present during client interaction
- Make an additional effort to meet client needs even when they don't fall within the scope of our programs

SUPERVISORY RESPONSIBILITIES

None.

SKILLS AND ABILITIES REQUIRED:

1. Familiarity with local issues related to youth and young adult homelessness, and/or knowledge of youth-serving systems and homelessness in general.

2. Ability to work with diverse communities and commitment to supporting inclusion, both internally and across our efforts to serve all youth and young adults experiencing homelessness in Washington state.
3. Ability to understand state and federal regulations.
2. Ability to handle difficult clients, stressful situations, and deadline pressures.
3. Demonstrated knowledge of counseling and interviewing techniques.
4. Ability to establish working relationships with business and community agency people.
5. Ability to build relationships effectively and professionally with families, students and teachers.
6. Recordkeeping and technology skills:
 - a. Working knowledge of computer operations with Windows system and various software programs, particularly MS Office (Outlook, Word, Excel).
 - b. Ability to compile and to accurately input and organize data, information, and files.
7. Communications skills:
 - a. Excellent oral and written English language skills.
 - b. Ability to read and comprehend a wide variety of materials.
 - c. Ability to provide clear, concise communication and documentation.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary work with occasional light physical work. Most duties are performed at a desk.

1. Must be able to lift 20 pounds.
2. Must be able to hear, speak, write and read.
3. Must be able to sit or stand at desk for the majority of time.
4. Repetitive motion; substantial motion of the wrists, hands and fingers using computer, filing and similar office tasks.

QUALIFICATIONS:

1. High school diploma or equivalent required OR become enrolled in and complete a GED program within one year of the time of hire.
2. An Associate Degree or equivalent is preferred.
3. Young adult (ages 18-26), preferred but not required.

Foster youth (foster care/kinship care/group care/residential treatment) or experience of homelessness preferred.

NOTE: This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of BMAC are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties. Created 10-2021