



FULL TIME
Latina Youth Program Coordinator and Community Engagement

We are seeking an enthusiastic, creative, and hard working Community Engagement and Latina Youth Program (Girls A.C.T.) Coordinator to join our team. GIRLS ACT is a youth mentorship program for 14-21 Latina youth. It involves an in-person 7 week summer intensive program, as well as creating chapter meetings 2x/month and working with the school district throughout the academic year. The Coordinator will directly work with youth and develop partnership with a school district. In this position, you will be facilitating the Latina's Youth Program called Girls A.C.T. summer program, including: creating materials/curriculum, working with schools and community groups, and spreading the word on social media. During the summer you will be mentoring and supervising the Girls A.C.T. participants. You will be working side by side with the chapter coordinator and senior community organize

Under the Community Engagement role you will collaborate with our organizing team to conduct outreach for civic engagement, SEPA programming, Green Light, public charge, VAWA, DACA, Fund Excluded Workers and more. Your work will include conducting in person/virtual outreach into Latina/Latino/Latinx community in Suffolk county. This includes informing community members on local voting amendments, voter registration questions, voting locations, campaign updates, and engaging community members to participate with SEPA. Additionally, the Community Engagement role will require them to foster relationships with community partners to host events virtually and in person related to the different campaigns SEPA is participating in.

Duties and Responsibilities

GIRLS A.C.T.:

- Develop curriculum for Girls A.C.T. program starting in June 2021.
- Create relationships with local schools, community groups, to promote the Girls A.C.T. programming.
- Conduct info sessions in person and virtual about upcoming Girls A.C.T. summer programming for participants, schools, parents, and community groups.
- Recruit Latinas Youth to participate in the program.
- Facilitate chapter meeting with the Latinas youth. Mentor and guide Girls A.C.T. participants throughout the summer of 2021.
- Work with Girls A.C.T. participants in conducting outreach activities related to civic engagement, public charge, Green Light, SEPA programming and other relevant campaigns.
- Conduct outreach in person and virtually in Suffolk county related to amendments on the ballot for 2021 and other campaigns or organizing needs.

- Create and facilitate phone banks, text banks, online outreach events, robocalls and post/create social media content with volunteers and Girls A.C.T. participants. (We have these programs and systems already in place).

Community Engagement:

- Identify new community based organizations to partner with on voter outreach, community events, campaigns and more.
- Work on the creation of flyers, email campaigns, and social media content or assist Senior Community Organizer when necessary with other campaigns and programs.
- Monitor social media pages: Facebook, Instagram, Twitter and respond to feedback, questions, and concerns about issues on the ballot for 2021 or on other campaigns and organizing programs.
- Organize online (zoom, facebook) forums about issues on the ballot, voter registration, information on voting locations/times for 2021, public charge, Green Light, language access, DACA.
- Coordinate with Senior Community Organizer & Chapter Coordinator to bring other materials for outreach.
- Make sure data is recorded.

Requirements and Qualifications

- Bilingual English-Spanish.
- Experience working with teenagers.
- Experience mentoring youth.
- Responsible and Reliable.
- Comfortable doing community outreach.
- Excellent communication skills, including instant messaging and verbal skills.
- Preferably experience with VAN data reporting.
- Knowledge of Suffolk county and NY state political systems.
- Experience with Mail Chimp, Social Media, website builder, Canva, Google Apps, microsoft office, and Trello preferred.
- Data entry and computer skills a must.
- Outgoing personality and willingness to table, communicate, and interact with community members.
- Strong verbal and written communication skills.
- Willingness to learn on the job and share experiences with other members of the team.
- Experience designing outreach materials: brochures, social media, flyers.

Salary and Hours

- Full time.
- Temporary position with a possibility of extension.
- Salary commensurate with experience.
- Benefits (medical, dental, vision, vacation time).