



SEPA Mujer

SERVICIOS PARA EL AVANCE DE LA MUJER
SERVICES FOR THE ADVANCEMENT OF WOMEN

FULL TIME Youth Organizer

Background: Since 1993, SEPA Mujer has provided safe spaces for empowerment, leadership development, civic engagement and legal assistance as the only Latina Rights Organization dedicated to social change, women's rights, immigrant rights and other issues by way of unique trainings, workshops, monthly meetings, presentations, tabling, press work and action oriented engagement.

Description of the programs and roles: We are seeking an enthusiastic, creative, collaborative and hard working Youth Organizer to join our team. During the summer we have a Girls A.C.T. youth mentorship program for 14-21 Latina youth where they work with SEPA staff on projects of interest. During the summer you will be facilitating and supervising the Latina's Youth Program called Girls A.C.T. The Youth Organizer will work to recruit, engage, and organize youth in monthly chapter meetings, workshops, actions and volunteering with SEPA Mujer. Another piece of this position is coordinating with school leadership to ensure the program is running effectively and smoothly. Additionally, another major part of this role will be mobilizing youth for actions related to Language Access, Fund Excluded Workers, VAWA, Pathway to Citizenship, Voting Rights, Green Light, DACA, civic engagement, public charge, police reform and more. To do this the Youth Organizer will be conducting outreach into Latina/Latino/Latinx community in Long Island alongside the Chapter Coordinator. The Youth Organizer will be working side by side with the chapter coordinator and senior community organizer.

Duties and Responsibilities

- Create relationships with local schools, community groups, to promote the Girls A.C.T. programming.
- Recruit Youth to participate in the Girls A.C.T. program and join actions or SEPA events.
- Mobilize youth to take action on different issues that SEPA is working on the local, state, or national level.
- 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.
- Identify new community based organizations partners.
- Work on the creation of flyers, email campaigns, and social media content.
- Monitor social media pages: Facebook, Instagram, Twitter and respond to feedback, questions, and concerns.



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- Coordinate with Senior Community Organizer & Chapter Coordinator to bring other materials for outreach.
- Support Senior Community Organizers with other tasks as assigned.
- Make sure data is recorded.

Requirements and Qualifications

- Bilingual English-Spanish.
- Associates Degree or B.A.
- Experience working with youth.
- Responsible and Reliable.
- Weeknights and Weekend availability.
- Comfortable doing community outreach.
- Excellent communication skills, including instant messaging and verbal skills.
- 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.
- Preferred Data entry and computer skills are 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).

To apply please send a resume and cover letter to jobs@sepamujer.org with “Youth Organizer” in the subject line.

SEPA Mujer is an equal opportunity employment employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.