



SEPA Mujer

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

POSITION TITLE:	Youth Engagement Specialist
REPORTS TO:	Senior Community Organizer
Hours/Week:	Full-Time
FLSA Definition:	Non-Exempt
Salary Range:	\$48,000 - \$50,000

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 training, workshops, monthly meetings, presentations, tabling, press work, and action-oriented engagement.

Position Summary:

The Youth Engagement Specialist

As the Youth Engagement Specialist for our Equity and Community Empowerment Program, you will play a pivotal role in facilitating the Girls A.C.T. youth mentorship program, specifically tailored for Latina youth aged 14-21. Working closely with SEPA staff, you'll oversee and coordinate various projects aimed at nurturing their interests and fostering their growth. Your responsibilities will encompass a range of tasks, including recruitment, engagement, and organization of youth in monthly chapter meetings, workshops, actions, and volunteer opportunities with SEPA Mujer. You'll collaborate with school leadership to ensure seamless program execution, with Girls A.C.T. hosting meetings directly in schools at least once a month. Additionally, you'll mobilize youth for impactful community actions. Beyond coordination, you'll provide administrative support, maintain attendance records, manage participant paperwork, and input data. Documenting program activities through photography and videography will be essential for capturing and sharing the program's impact.

Working with the Chapter Coordinator and Senior Community Organizer, you'll conduct outreach within the Latina/Latino/Latinx community on Long Island, amplifying the program's reach and relevance. Furthermore, you'll collaborate on providing case management services through the AYUDA Latina hotline, ensuring individual community members receive the necessary support for their success.

Reporting directly to the Senior Community Organizer, you'll be an integral part of our team, contributing to the holistic empowerment of our community's youth and fostering a culture of equity and inclusion.

Essential Responsibilities:

- Ensure active participation of current Girls ACT Participants and develop meaningful relationships with participants.
- Facilitate workshops in both English and Spanish.
- Mobilize participants and lead participants in performing community outreach.
- Ensure the safety of participants and create/ maintain a safe space.
- Support communications, including taking photos and videos, and directly communicating with participants via messaging.
- Manage participant attendance, participant paperwork, and data collection.
- Perform other job-related duties as assigned.
- Create program materials such as presentations, workshops, etc.
- Conduct grassroots outreach.
- General support to ensure the success of the Girls A.C.T Summer Program.
- Support community members by calling the AYUDA Latina hotline.
- Conducts case management with Community Advocacy Navigator.

Position Requirements:

- Bilingual in Spanish and English; comfortable with public speaking in both languages.
- At least one year of experience in a youth leadership position and one year of case management experience;
- Deep understanding of cultural competency and familiarity with Latino culture.
- Self-motivated, with the ability to work independently under pressure and overcome obstacles.
- Computer skills, including word processing, databases, excel, and PowerPoint.
- Excellent communication, organizational, and interpersonal skills.
- Maintain a positive working attitude.
- Eager to learn and teamwork-oriented.

- Ability to lead a team of fifteen students.
- Valid Drivers' license and reliable car;

How to Apply:

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and relevant experience to jobs@sepamujer.org. Please include "**Youth Engagement Specialist**" in the subject line.

SEPA Mujer, Inc. does not discriminate based on race, color, religion, sex, national origin, disability, or sexual orientation.