



## Job Announcement -- Position Description: Youth Program Coordinator (FTE)

**Posting Date:** March 14th

**Application Deadline:** April 1st, 2022

**Type of Employment:** Full time, Salaried, Exempt

**Location:** Multiple (NE Portland, SW Oregon City)

**Pay Rate:** \$42,000-\$45,000 DOE

**Benefits:** Health insurance (50%), 2 weeks paid vacation, sick time, and 11 paid holidays starting from the first day of employment, Oregon Saves retirement fund access, mileage reimbursement, and access to an Employee Assistance Program.

**Desired Start Date:** April 15th, 2022

**To Apply:** Please send a resume and cover letter to [laura@trashforpeace.org](mailto:laura@trashforpeace.org)

### About [Trash for Peace](#):

The mission of Trash for Peace (TfP) is to provide hands-on, creative experiences to encourage resilient communities. Our vision is empowered, healthy communities living in a world without waste. TfP implements two main programs: the Sustainability Education Program (SEP), and Ground Score Association, through which TfP directly engages hundreds of community members that self-identify as low-income and/or BIPOC and diverts hundreds of pounds of trash from the landfill.

TfP's Sustainability Education Program (SEP) focuses on building relationships and working with residents on multi-family housing sites. The SEP consists of a youth education program as well as an Environmental Promoter program, which hires and trains residents to educate their own communities on recycling and waste reduction through self-identified and actualized projects and outreach. This program directly works with over 200 youth and 40 families weekly, and has provided employment and leadership development opportunities to over 30 low-income residents.

Ground Score Association is a peer-led, participatory program that facilitates low-barrier job opportunities for community members that collect cans and bottles as a main source of revenue and/or face work and housing insecurity. It has provided jobs in litter collection, event waste management, and advocacy relating to equitable access to waste and recycling services.

**Equal Employment Opportunity Statement:** Trash for Peace is an equal opportunity employer, committed to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, gender identity, political belief, disability or any other legally protected status. We are committed to the full inclusion of all qualified individuals. As part of this commitment, Trash for Peace will ensure that persons with disabilities are provided reasonable accommodations to participate in the application, interview, and hiring process. Alternative formats of this application are available upon request.

### Position Summary:

Trash for Peace (TfP) seeks a passionate, organized, and experienced individual to join our team as a Full Time Youth Services Coordinator. This position will be responsible for coordinating programming and relationship-building in three residential communities: two properties are located in Oregon City, one property is located in Northeast Portland. Trash for Peace Youth Services Coordinators facilitate the [Sustainability Education Program \(SEP\)](#), a dynamic and hands-on program that is hosted on multifamily housing communities throughout Multnomah and Washington Counties. Programming at the site in Northeast Portland is conducted in partnership with Home Forward, and the Youth Services

Coordinator will work directly within Home Forward to deliver a full youth service portfolio, in addition to implementing the Sustainability Education Program on site.

**ESSENTIAL FUNCTIONS (to include, but not limited to):**

***Youth Program Coordination***

- Collaborate with the rest of the Youth Program Coordinators to develop curriculum, outreach strategies, materials, and training content for the communities Trash for Peace serves.
- Work directly with multi-family residents including youth to lead and engage them in Sustainability Education programming, which includes hands-on waste reduction, recycling, nature, and other sustainability-themed concepts and activities.
- Develop relationships with program partners such as property managers and community organizations.
- Collect and enter data related to outreach and education projects in Google Docs/Sheets, Microsoft Excel/Word, and the agency-specific database Family Metrics
- Recruit, train, and coordinate volunteers for Sustainability Education programming.
- Seek feedback from community members (through online surveys, phone calls, and listening sessions) to ensure programming is reflective of community interests and needs

***Youth Program Implementation***

- Coordinate and oversee regular after-school programming and tutoring for youth, including implementing Trash for Peace's SEP programming at three properties
- Initiate partnerships with local organizations to expand resources available to youth and families on site
- Work with youth and families to create and facilitate progress towards individual volunteer, education, and employment goals
- Organize and execute community-building events connecting residents to local resources
- Facilitate listening sessions where residents voice their ideas, opinions, and feedback to ensure programming is responsive to community needs
- Work in collaboration with site-based Resident and Community Services Coordinators (RCSCs) to plan events, compose monthly newsletters, and provide resources to residents

***Other***

- Support initiatives of other Tfp programs, including the [Environmental Promoter Program](#) and [Ground Score Association](#) as needed/desired
- Create content for social media platforms and onsite communications

**POSITION REQUIREMENTS**

- Interest in Sustainability and Sustainability Education.
- Experience working with youth and adults from a variety of cultural and socioeconomic backgrounds.
- Experience leading activities, workshops, or presentations with youth and/or adults.
- Experience developing and/or implementing curriculum.
- Proficiency with Google Suite, Microsoft Word, PowerPoint and Excel.
- Flexibility, a sense of humor, and willingness to work with a vibrant, diverse, and dynamic team.
- Access to a vehicle for work-related travel.
- Possession of a driver's license valid in the State of Oregon and an acceptable driving record.
- Strong organizational skills.
- Regular and reliable attendance and dependability.
- Vaccinated against COVID-19.

**PREFERRED QUALIFICATIONS**

- Experience training and managing volunteers.
- Some experience speaking Spanish (beginner to intermediate).
- Ability to communicate orally and in writing in both English (advanced) and Spanish (beginner).
- Experience performing a wide variety of outreach, including door-to-door and community workshops.