



# Youth United for Community Action (YUCA)

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## **JOB ANNOUNCEMENT: CO-PROGRAM DIRECTOR**

**About YUCA:** YUCA (Youth United for Community Action) is a grassroots community organization created, led, and run by young BIPOC, majority from low-income communities, provides a safe space for young people to empower ourselves and work on environmental and social justice issues to establish positive systemic change through grassroots community organizing. YUCA is committed to achieving environmental and social justice by transforming systems and systems of oppression. We believe youth need to be understood and supported to build individuality. Their voices should be nurtured in a space where they can unlearn systems of oppression and make decisions that promote and implement social and environmental justice principles.

**Position Overview:** The Co-Program Director is primarily responsible for coordinating all activities of YUCA's social justice campaigns as well as leading leadership development activities for the youth. While the core duties of this position will remain the same, YUCA is in the process of a strategic planning process that may alter the organization structure in the future. For the time being, the Co-Program Director is responsible for the following:

- **Support and Supervise the implementation of Climate Resilience and Housing Campaigns:** Assist in recruiting youth and young people to join the campaigns. Lead, participate in, coordinate, and evaluate all weekly and long-term planning activities for youth leadership in the campaign. Work collaboratively and in coordination with school representation and community partners to conduct education activities and potential partnerships for the implementation of campaign goals and tactics.
- **Supervise Higher Learning Assistant and Youth Organizers:** Supervise, support, train and support with evaluation and accountability of Youth Organizers. Lead, participate in and coordinate biweekly HLA & YO meetings. Lead and coordinate professional development meetings with HLA & Y.Os.
- **Internal Program Support:** Lead internal leadership trainings for the youth including skill-building trainings, political education sessions, critical analysis sessions, core meetings & retreats, events and workshops.
- **Program Planning:** Participate in all program team check-ins. Participate and co-lead long-range planning and visioning for program activities.
- **Organizational Development Activities:** Participate in organizational development activities including but not limited to staff development, staff meetings, retreats, fundraising, and program support. Be an active mentor to youth of color.
- **HL Operations & Administration:** Coordinate youth pay periods with the Director of Operations and administrative activities such as everyday facility maintenance, and HL program related expenses.
- **Build and Maintain Community Relationships:** Maintain and build connections with community partners. Plan and execute partnerships as needed.

**Qualifications:** The ideal candidate should have...

- Experience working with young Black, Indigenous & youth of color, have organizing experience (preferably grassroots community organizing).
- Should be able to multitask and balance different responsibilities.
- Possess a valid driver's license and commit to working at YUCA for a minimum of 2 years.
- Have knowledge of social and environmental justice issues relevant to EPA and have a commitment to the empowerment of low-income BIPOC youth, as well as some experience working intergenerationally.
- A commitment to working with young people, be engaging and a mentor to them.
- Should be an effective trouble-shooter, be reflective, and take initiative.
- Have some experience in coalition and collaborative work, be effective and efficient in planning/executing logistics, detail oriented, possess good time management skills, have basic computer skills, be able to work under pressure, be self-organized, and be a team player in a fast-paced environment.
- A candidate fluent in an additional language (preferably Spanish, Tongan, or Samoan) is ideal.
- Most importantly, you should be *Youth Friendly!* We love our young people and are looking for team members who are able to relate to their struggles, stories and aspirations while organizing for transformative change in our community.

**Salary & Benefits:** Salary starts at \$52,000-\$57,000/year with great benefits, including but not limited to medical, vision, dental, and life insurance benefits; paid vacation and an opportunity for a merit increase on the employee's annual one-year anniversary. Position is 40 hours per week. Hours may vary and will include evenings as well as some weekends. Location: East Palo Alto. **Position Starts Immediately.**

**To apply,** please submit a resume, a cover letter and a two page *maximum* response to the following questions:

1. Tell us about an organizing campaign you worked on. What was your role in the campaign? What were the goal(s), target(s), tactics you used to achieve your goals? Who was the constituency you were trying to organize? What were the results of the campaign, the challenges, and lessons learned?
2. What is your ideal workplace?
3. Where do you see yourself in the next 2-5 years ?

**Please submit to the above by email, mail to:**

YUCA, 2135 Clarke Avenue, East Palo Alto, CA 94303; Email: [info@youthunited.net](mailto:info@youthunited.net)

*YUCA is an equal opportunity employer. We strongly encourage and seek applications from women, BIPOC under 35, including bilingual and bicultural individuals, people with barriers to employment, as well as members of the LGBTQIA communities.*