



## Youth & Young Adult Development Coordinator (YYADC)

### Job Details

**Salary:** DOE

**Department:** Youth & Young Adult Development (Y360)

**Job Type:** Full-time

**Supervisor:** Director of Programs

**Schedule:** (M-F) 10a-6p, See Event Description below\*\*

**Note:** This is not a remote position. Hours can change depending on emergency need; must be able to adjust schedule with minimal notice.

---

### About Urban Family

Urban Family was founded by Paul and Shantel Patu who are recognized in the Greater Seattle area as youth and family intervention experts, and community leaders. They have frequently been called upon by civic and community leaders to help stabilize neighborhoods under duress; and have mitigated the influence of systemic poverty, oppression, gangs and youth violence by providing grassroots and collaborative leadership, intervention programs, training, and consultation. Their innovative approach to problem-solving has helped many youths and their families to make life-changing decisions.

### About Youth & Young Adult Development Department

The Youth & Young Adult Development Program at Urban Family captures the meaning of family and community where young individuals experience the opportunity to thrive, learn basic life skills, and create a safe, judgment-free environment. The Youth & Young Adult Development Program serves young people of many racial and ethnic backgrounds, abilities, sexual orientations, gender identities, and religious beliefs, and we seek a workforce that reflects that diversity.

---

### Position Summary

Under the supervision of the Program Manager, the Youth & Young Adult Development Coordinator (YYADC) is responsible for creating an environment through training, group facilitation, coaching and mentoring where young people can engage in learning activities to build skills in self-advocacy, leadership, career development, self-sufficiency, as well as enhance their personal and social skills. The ideal candidate is an enthusiastic go-getter who values building community connections and demonstrates experience in effectively relating and empowering youth. **\*\*The Youth & Young Adult Development Coordinator must support up to 15 annual events, typically hosted on evenings and weekends (M-F) 5-9pm or Saturdays between 9am-7pm.**

### Essential Responsibilities

- Provide structure that facilitates youth participation and engagement by involving youth as planners, researchers, content reviewers, facilitators, advocates, and giving perspective regarding youth activities and effectiveness.
- Offers case management/mentoring services to youth and young adults assisting them in navigating academics, athletics, and/or the juvenile justice system.
- Coach and empower youth to apply and feel confident in using their learned skills.
- Foster peer-to-peer relationships and support to build and broaden youth social skills and networks.

*This job description is not intended to cover every aspect of your job at Urban Family. We are a team that works together to meet the needs of our clients and every member of the team is expected to pitch in and help even beyond the specific responsibilities listed in this description.*

- Provide individual support and informational resources to youth and their families. Connect families with support, as appropriate.
- Support outreach activities by participating in events and circulating information about Urban Family services and resources to families and educators of youth.
- Assist in leading the Youth Leadership Summit at the annual conference.
- Reach out to schools and groups to secure opportunities for youth training events.
- Perform all other duties as assigned, including conducting evaluations, writing reports, and attending regular staff meetings.
- Coach and empower youth to apply and feel confident in using their learned skills.
- Foster peer-to-peer relationships and support to build and broaden youth social skills and networks.
- Provide individual support and informational resources to youth and their families. Connect families with resources for families, as appropriate.
- Maintains clear, professional, timely participant contact notes, service plans, progress updates, outcomes, and other documentation in designated databases.
- May supervise volunteers, interns or national service members (Boys and Girls Club, etc.).

### **Desired Qualifications**

- Comply with applicable ethical and professional standards of conduct.
- Strong interpersonal, written and oral communication skills; proven ability to communicate with diverse audiences.
- Strong administrative skills and proficiency in Microsoft Office Suite (Word, Excel, Outlook) required.
- Ability to develop, work within, and lead a dynamic team, as well as an ability to effectively manage tasks independently.
- Must have Case management and mentorship experience.
- Able to take initiative and be self-sufficient with specific responsibilities and duties
- Demonstrate flexibility, thoroughness, and adaptability within fast-paced environments
- Strong oral and written communication skills with good quality spelling, grammar, and punctuation.
- High integrity when dealing with a broad array of cultures and restricted and/or confidential information.
- Manage therapeutically with behavioral and emotional problems presented by young people and understanding of emotionally, physically, and sexually abused young people.
- Accurately maintain and produce files, records, logs and reports.
- Able to maintain professional boundaries with clients while building trust and respect.
- Ability to effectively respond to and de-escalate a person demonstrating aggressive behaviors, while establishing and maintaining the safety of staff and program participants.
- Ability and willingness to stay awake and alert during overnight shifts.
- Knowledge of and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.).

### **Education & Certifications**

- High school diploma or equivalent required. Must be at least 21 years of age.
- Completion of American Red Cross First Aid, CPR, and AED training within 6 months of hire and maintained throughout employment.
- Driver's license for the ability to attend meetings and trainings.
- Experience and credentials must comply with program contract requirements including but not limited to DSHS background check.

*This job description is not intended to cover every aspect of your job at Urban Family. We are a team that works together to meet the needs of our clients and every member of the team is expected to pitch in and help even beyond the specific responsibilities listed in this description.*

- Minimum two years of experience working with teens or young adults in employment, foster care, group care, housing, education, juvenile justice, anti-poverty, vocational support, mental health, chemical dependency and/or homelessness fields.

### **Preferred Experience**

- Understanding and knowledge of the government and non-profit youth sector and issues affecting young people and young adult housing and engagement center services.
- Ability to speak any language in addition to English may be helpful.
- Bachelor's degree in a related field, or an equivalent combination of related education and experience preferred.

### **Physical Requirements**

- Ability to perform a range of physical motions, exerting up to 50 pounds.
- Lifting and carrying up to 50 pounds; standing, walking, sitting for long periods of time, kneeling, squatting, and stooping; running for brief periods of time; and going up and down stairs.

---

### **Benefits**

Urban Family provides a competitive benefits package to full-time employees including, medical, dental, vision, vacation, paid holidays, sick leave, and paid time off after completing the 90-day Introductory Period.

---

### **Equal Opportunity Employer**

Urban Family is an equal opportunity employer. Employment decisions are based on merit & business needs, & not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, gender identity, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

---

### **Contact Us to Apply**

A Resume & a Cover Letter addressing your qualifications should be emailed to: [hiring@urbanfam.org](mailto:hiring@urbanfam.org)

*This job description is not intended to cover every aspect of your job at Urban Family. We are a team that works together to meet the needs of our clients and every member of the team is expected to pitch in and help even beyond the specific responsibilities listed in this description.*