

Minneapolis Youth Coordinating Board Position Description

Position: Minneapolis Youth Congress (MYC) Committee Coordinator

FTE: Contract Worker (15-30 hours per month)

Reports to: Ramiro Vazquez Jr

Position purpose: Provide peer to peer guidance by acting as a resource guide; clarifying questions, building relationships, and facilitating committee meetings.

Key roles, responsibilities and accountabilities:

1. Support the Minneapolis Youth Congress vision and mission

- a) Understand, share and implement the mission of the Minneapolis Youth Congress to MYC members, Jurisdictional partners and community.
- b) Work with MYC members to connect their work connected to the vision and engage youth in their communities.
- c) Create conversations, opportunities and influences in partnership MYC members and decision makers that improves the quality of life of young people in Minneapolis.

2. Invests time, energy, and preparation in the youth leadership of the MYC members.

- a) MYC members gain the ability to voice opinions while building life and career skills
- b) MYC members develop confident and motivated youth by giving them opportunities to lead and express themselves

3. The MYC makes possible and improves participation in civic life

- a) Brings the youth community together to participate in civic life.
- b) Introduces youth to the political process and empowers them to form their opinion.
- c) Policies become more effective by being informed by current real-life youth. Experience.

4. The MYC improves the quality of life in Minneapolis

- a) Unleashes the positive influence of youth by creating connections to community.
- b) Creates a forum that bridges the gap between MYC members, youth in community and decision makers through focused conversation.

5. Manages the administrative tasks and duties to prepare for work with the MYC.

- a) Attend and be prepared to engage Committee at all MYC Full Session meetings (once a month)

- b) Prepare, facilitate, and organize materials, information and conversations for all Committee Meetings. (once a month)
- c) Attend, participate and report work of Committee in Committee Coordinator meetings. (once a month)
- d) Collect and organize paperwork to be turned in to the Lead Coordinators.

6. Conduct self and a leader, advocate and coach to Minneapolis Youth Congress Members, Decision makers, YCB Staff and youth and partners in the community.

- a) Maintain a positive respectful and focused attitude during meetings and at events.
- b) Provide guidance and partnership to young people.
- c) Be an engaged partner of the Coordinator team.
- d) Be flexible to attend meetings outside of committee meetings

7. Other Duties As Assigned by the Executive Director

Qualifications

Required: H.S. graduate plus youth work experience. Knowledge of: Windows Word, Excel, and PowerPoint.

Preferred: H.S. graduate plus 2 years youth work experience and facilitation.