

Job Description:

Coalition Coordinator

Full-time exempt. Salary range \$58k-\$63k depending on experience.

Flexible schedule (limited evenings, weekends and travel required). Paid sick leave. Four weeks paid vacation. 11 paid holidays. Health insurance (75% of premium).

Mix of in-person and remote work.

Send resume and cover letter to info@spiritofyouth.org subject line: Coalition Coordinator

ABOUT US

Mission and Values: Spirit of Youth is dedicated to creating, promoting and recognizing youth involvement in communities across Alaska. Spirit of Youth's Vision: All Alaska Youth are included, heard and empowered. We work under a Social Justice Youth Development (SJYD) framework with principals of celebrating youth culture, and creating authentic youth engagement. SJYD is strengthened when youth and adult allies work together with a common vision. Our goal is not only to ensure youth become healthy adults but rather to build a more equitable society where youth and adults work cooperatively and barriers between the two are actively dismantled. We are a small, nimble, thoughtful organization.

Overview: The Coalition Coordinator builds and maintains a coalition of youth, people and organizations committed to youth well-being through education, advocacy, and support. The Spirit of Youth Coalition's goal is to minimize risk factors impacting youth while strengthening protective factors.

Key areas of responsibility

Relationships

Develop strong relationships with youth across the state and empower them to take action in their communities. Provide adult leadership support to statewide youth activities which promote youth in creating, promoting and recognizing youth involvement in communities across Alaska.

Serve as a liaison between the coalition and the community. Inform organizations about the coalition's activities and promote efforts. Secure partnerships with organizations and serve on relevant committees.

Oversee mini-grant process including executing grant agreements, providing training and technical assistance to grant recipients, facilitating evaluation and ensuring reports are completed in a timely manner (with support of contractor).

Youth Recognition

Support the Teen Advisory Council in reviewing nominations for Spirit of Youth recognition and selecting honorees.

Support the Teen Advisory Council in planning an annual special event including developing the event program and scripts and conducting rehearsals.

Regularly celebrate the accomplishments of youth involved in coalition's programs.

Advocacy

Serve as liaison to statewide suicide prevention coalition to garner youth input and support.

Regularly communicate with partners regarding desired areas for advocacy. Organize information sharing meetings and listserv as needed.

Administrative

Oversee contractor to conduct assessments, stakeholder analysis and use data to refine coalition's strategic plan based on community data and stakeholder input.

Facilitate data collection for needs and outcomes assessments. Oversee contractor development of related reports.

Support completion of quarterly grant reports including measurement information system and data dashboard (with support of contractor).

Assist in drafting written correspondence, updating content on website and maintaining spreadsheets.

Communication

Oversee coalition communication including presentations, in-person meetings, phone calls, exhibitor booths, social media, flyers, website, newsletters and press releases (with support of contractor).

Other duties

Attend meetings and trainings as required. Other duties as assigned by the needs of the organization.

ABOUT YOU

Preferred experience

The qualified candidate will be an energetic, talented, caring and supportive individual who believes in Spirit of Youth's mission. Must have the ability to work autonomously with little supervision.

Specific qualifications include:

- experience working within communities;
- strong organizational, leadership and management skills;
- ability to work with diverse populations;
- organizational, time management and problem-solving skills;
- strong interpersonal and relationship skills;
- culturally responsive;
- ability to plan events and activities;
- ability to use database systems and general office programs with comfort and ease including Microsoft Word, Excel, Zoom, Google Docs etc.

Preference given to college degree and/or 3-5 years relevant work experience in the non-profit sector, human services, public administration, education, youth development, or community organizing.

This position requires being primarily based in Anchorage, but not throughout the entire year. A valid driver's license and proof of insurance required. Criminal background check required.