

## Youth Activism Coordinator

**DEPARTMENT:** Program Development

**REPORTS TO:** Youth Activism Manager

**CLOSING DATE:** Open Until Filled

**CLASSIFICATION:** Non-Exempt

### **ORGANIZATIONAL DESCRIPTION:**

In operation since April 1999, the American Legacy Foundation was created as a result of the Master Settlement Agreement between tobacco manufacturers and a coalition of 46 state Attorneys General. Legacy's mission is to build a world where young people reject tobacco and anyone can quit. The foundation's mission is:

- To arm all young people with the knowledge and tools to reject tobacco.
- To eliminate disparities in access to tobacco prevention and cessation services.

### **JOB DESCRIPTION:**

The Youth Activism Coordinator assists the Youth Activism Manager in the day-to-day coordination and implementation of all Legacy Youth Activism Programs including Youth Activism Council, Youth Leadership Institute, Alumni Network and other new / related initiatives.

### **RESPONSIBILITIES:**

- Assist the Youth Activism Manager with the development and implementation of youth leadership and activism programs which may include multi-day trainings, special events, website content development and other appropriate activities
- Participate in external meetings, including site visits
- Lend support to partnerships and collaboration with other youth-serving and tobacco control organizations.
- Coordinate documentation of program activities and collect and analyze data, including metrics for formal presentation to Legacy's Board of Directors.
- Coordinate program correspondence, including communications with participants, partners, and vendors.

- Build and maintain a youth activism resource database for partnerships, activities and Legacy outreach
- Serve as liaison between youth and adult allies participating in Legacy programs and Legacy staff; coordinate and promote opportunities for participants to partner with Legacy on specific projects
- Coordinate logistics for program-related events and activities.
- Coordinate program outreach and recruitment
- Coordinate youth speaking events, including speakers training, and serve as key contact and liaison between youth speakers and event organizers
- Respond to Youth Activism Program inquiries via phone, email, fax, etc.
- Facilitate and document conference calls with program participants
- Serve on internal committees/work groups
- Limited travel required
- Support special projects as assigned by the Assistant Director of Youth Activism and other departmental senior staff

**QUALIFICATIONS:**

Bachelor's degree in public health, education, or other relevant field; a minimum of two to three years relevant experience in youth development/leadership, public health education, health promotion or project coordination; experience working with community based and voluntary organizations is preferred; experience in coordinating effective and innovative youth activism/organizing programs with a focus on social justice and advocacy. Direct experience with youth media as a vehicle for social change a plus. Candidate must have a general understanding of organizing strategies and social change models; ability to multi-task in a collaborative, fast-paced environment; possess a working knowledge of youth engagement principles and ability to apply these principles in a variety of settings; must have excellent oral and written communication skills and prior experience facilitating and moderating training events.

**COMPENSATION PACKAGE:**

Salary is mid \$30's based on experience with EXCELLENT benefits.

Interested applicants should submit their resume with salary history and 3 references to:

VP of Human Resources  
Attn: Youth Activism Coordinator  
1724 Massachusetts Avenue, NW  
Washington, DC 20036  
**[hr@americanlegacy.org](mailto:hr@americanlegacy.org)**

Please no telephone calls.

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