

YouthLink Job Opening: **YOUTH COUNCIL COORDINATOR AND OPPORTUNITY NAVIGATOR**

Inspire future leaders and ensure their voices are heard!



About YouthLink

YouthLink is a recognized leader in the Twin Cities and beyond for our work to build pathways of opportunity for homeless youth ages 16 – 24. Our youth-focused team provides innovative, evidence-based services that guide youth on a holistic level toward futures of education, employment, health and wellness, and housing stability. Since 2011, YouthLink has been home to the Youth Opportunity Center (YOC), a first-of-its-kind collaborative center where over 30 community partners make vital resources available onsite to provide efficient and effective interventions and strategies for youth in crisis.

Our Mission

At YouthLink, our mission is to support and empower young people on their journey to self-reliance.

POSITION SUMMARY

The Youth Council Coordinator and Opportunity Navigator is a new position that will provide a valuable link between homeless youth in the community and YouthLink’s leadership team. As YouthLink moves toward a youth/adult shared decision making model, the Youth Council Coordinator will develop and lead a new Youth Advisory Council that will inform and advise the organization, ensuring that the youth perspective is present in key decisions. Half of the position will focus on the research, creation, and facilitation of a successful Youth Advisory Council. When not coordinating the Youth Advisory Council, the Youth Council Coordinator and Opportunity Navigator will provide basic needs, crisis intervention, and support in the YouthLink drop-in center.

Key responsibilities include:

- Researching and implementing best practices to develop and maintain a strong Youth Advisory Council;
- Developing positive, trusting relationships with youth across YouthLink programs, including housing and outreach clients, to assess eligibility for involvement in Youth Advisory Council and to provide appropriate services, referrals, and navigation in the drop-in;
- Preparing, facilitating, and summarizing Youth Advisory Council meetings;
- Acting as a role model of appropriate behavior in personal interaction, social relationships, and professional duties for all youth, and providing mentorship to Youth Advisory Council members;
- Developing and maintaining positive working relationships with the YouthLink leadership team and the Board of Directors and acting as a liaison between YouthLink leadership and the Youth Advisory Council;
- Working proactively to create a welcoming, inclusive environment;
- Organizing, facilitating, promoting, and participating in group activities in the drop-in;
- Maintaining up-to-date knowledge of YOC and community services and working collaboratively to engage youth with YOC partners and other community agencies based on their goals and aspirations;
- Providing services in the YouthLink Welcome Center, including reviewing, distributing, and responding to messages and providing up-to-date, accurate information about onsite and community resources;

- Assessing youths’ eligibility for services and conducting initial contact interviews with new youth;
- Providing behavioral management, de-escalation, and crisis intervention where necessary;
- Providing services using a harm reduction and trauma-informed approach;
- Ensuring safety and security of YouthLink facility and assets;
- Maintaining thorough and accurate records and ensuring complete, timely documentation;
- Ensuring positive and professional representation of YouthLink and maintain professional boundaries in all interactions with youth, co-workers, partners, and the community;
- Other duties as assigned.

QUALIFICATIONS

Bachelor’s degree in Youth Studies or a related field OR 2-4 years of youth work experience required. Experience working with youth ages 16 – 24 and/or in program development preferred. Qualified applicants must:

- Be able to provide non-judgmental services, including demonstrating an acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices;
- Be comfortable and effectively able to work in a high-energy, fast-paced, and flexible environment where multitasking is often necessary;
- Have strong group facilitation skills;
- Have strong interpersonal, verbal, and written communication skills;
- Be able to manage time effectively;
- Be energetic, personable, and self-directed;
- Be able to verbally and physically respond to aggression when necessary in ways that de-escalate and establish and maintain staff and youth safety;
- Exhibit a high degree of professionalism;
- Be mission-driven and able and willing to incorporate agency philosophy into service delivery;
- Be comfortable with Microsoft Office applications.

The winning candidate must be able to pass a background check and drug test in accordance with local, state, and federal laws.

Hours: Full-time, 40 hours per week, Monday – Friday. Must be available to work evenings as required.

COMPENSATION AND BENEFITS

\$16.83 - \$17.79 per hour, depending on experience. YouthLink’s competitive and comprehensive benefits package includes:

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| • Medical | • Long Term Disability |
| • Dental | • Elective benefits: Short-term disability, FSA, |
| • Life Insurance | 401(k) |

HOW TO APPLY

E-mail a cover letter and resume with the subject line “Youth Council Coordinator and Opportunity Navigator” to careers@youthlinkmn.org. Cover letter should include an explanation of how you have applied one or more of YouthLink’s [Guiding Principles](#) in your work.

Equal Employment Opportunity: YouthLink shall seek to ensure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.