

Project Associate

Position Summary

The mission of Collective Action for Youth (CA4Y) is to leverage community power and center youth voices for equitable, systemic solutions based on shared leadership, responsibility, and accountability. As part of the CA4Y team, the Project Associate is a community-minded organizer and advocate who works directly with community members and individuals impacted by systems to realize change. Project associates will combine community advocacy with peer supports to coordinate community engagement activities, keep communities energized around youth centered issues and provide direct mentoring and advocacy for youth currently in care. This position serves as the most connected to the public.

Community Organizing – 65%

- Develop relationships with community members and civic leaders to establish active community – led working groups
- Support development of campaigns around issues important to youth in Harris County including juvenile justice reform, child welfare reform, mental health advocacy, education safety reform and others
- Support hosting and attend all community-based events for
- Attend other relevant community events, forums, town halls and information sessions as assigned
- Participate in community centered working groups
- Canvas Harris County communities to raise awareness around campaigns, identify community needs and support community-based research
- Organize and drive turnout to events
- Maintain and manage records for community working groups
- Train community members in partnership with local organizations and other CA4Y staff
- Serve on committees and councils representing youth and young adults in Harris County
- Facilitate community meetings
- Recommend and support community and system partners for funding
- With other staff, design and implement programming based on community recommendations

Peer Supports – 30%

- Participate in weekly individual or group mentorship and support sessions with youth currently in care and/or dual system involved in coordination with attorneys, leadership staff or other support staff
- Provide model for healthy, trusting relationship through clear communication and appropriate boundaries
- Build peer connections and relationship building with children and youth involved in youth serving systems
- Seek counsel and report abuse to appropriate channels if/when disclosed
- Maintain strict confidentiality between youth, caregiver and associate

- Provide trainings and info sessions on areas of youth development, life skills and healthy relationships
- Develop and facilitate group mentorship activities
- Develop and implement a mentor recruitment and youth outreach plan
- Cultivate relationships that will provide an ongoing supply of potential mentors to expand outreach and capacity.
- Develop and implement short and long-term retention strategies, creating a space to have more mentors than youth that are in need.
- Communicate with partners, personnel and community members in understanding the mentoring program goals and objectives, and enlist their support and involvement.
- Orient mentees, parents, and partners to any mentorship programs or projects from CA4Y ● Assist with planning and implement public awareness campaigns.
- With other staff, design and implement programming based on youth needs and gaps
- Ensure data collection and reporting is up to date from all staff
- Manage performance outcomes of team of Program Associates
- Create a formalized method of measuring success that aligns with community's needs, organization's vision, and meets grant requirements - that can be transcribed and duplicated.
- Create and monitor a budget, collect receipts, and disbursements staying within budget parameters, and provide timely reports to upper management.
- Find partners and resources needed to assist children's personal needs, connect youth to these partners, and conduct routine check ins. Have a system in place that holds partners accountable if youths' needs are not met or a grievance is filed.
- Have checks and balances in place for all levels and align communication and work to keep efforts consistent.

Administration – 5%

- Participate in staff and other organizational meetings
- Attend trainings and professional development as assigned
- Respond to community and other inquiries via phone, text and email efficiently
- Enter data specific to responsibilities weekly
- Provide support for development of reports as needed
- Develop blog and electronic outreach materials in partnership with coordinator staff
- Submit timesheets, expense and other reports

Ideal Experience and Traits

- Harris County resident with commitment to supporting a community where all youth can thrive
- Lived experience in or impacted by systems including juvenile justice, child welfare, criminal justice and mental health recovery
- One or more years of experience with community organizing
- Strong commitment to social, racial and economic justice

- Highly organized with an ability to prioritize tasks based on urgency
- Independent worker with ability to take the lead and support a team
- Passion for improving outcomes for youth and families, with hope for a better future
- Commitment to diversity, equity, and inclusion principles
- Ability to act with empathy, especially when working with youth and other individuals with lived experience across diverse backgrounds
- At least two or more years of experience in community organizing or similar background
- Experience working with youth and/or families with system involvement
- Experience supervising or leading a team is preferred, but not required.

Location, Salary, and Benefits

Black, Latinx, Indigenous, and others who identify as nonwhite, people with disabilities, members of the LGBTQIA+ community, and those with lived experience in or have been impacted by systems, especially the child welfare and criminal/juvenile justice systems, are encouraged to apply for this role. This is a full-time, exempt, grant-funded position. The position is located in Houston, Texas, with a combination of remote and office work in a centrally located space. The starting salary and benefits package will be competitive, commensurate with experience, ranging from \$40,000 - \$50,000.

How to Apply

Please submit a resume and a compelling cover letter to: info@ca4y.org. Please note that applications without a cover letter will not be reviewed. If you feel that you don't meet all of these requirements, please use the cover letter to tell us why you would be a great candidate.