



## **Job Description of Youth Empowerment Associate**

**Position Title:** Youth Empowerment Associate

**Education:** Associate Degree

**Location:** Far Rockaway, New York

**Employment Type:** Full Time

**Report to:** Youth Empowerment Manager

**Position Summary:** The Campaign Against Hunger is seeking a dynamic, mission-driven Youth Empowerment Associate. The incumbent is expected to assist in developing, implementing and coordinating youth empowerment/youth workforce activities for the agency and assist with outreach programs related to community engagement, public education, and awareness for TCAH's programs. The individual will maintain community and government affairs awareness within designated geographic or demographic areas to identify potential opportunities and/or partnerships to further TCAH's mission of ending hunger. The individual is responsible to build agency consciousness and increase CBO, funders and partner referral activities. The individual must exemplify the ability to connect with potential clients and donors to ensure maximum utilization opportunities and facilitate productive relationships with multiple stakeholders. This position will work directly with the youth empowerment department manager to enable positive growth of TCAH footprint and agency responsiveness throughout the Boroughs of Brooklyn, Queens, the Bronx and NYC at large.

### **TASKS AND RESPONSIBILITIES**

- Identify, cultivate, and maintain positive working relationships with key individuals in the policymaker, educator, business, religious, civic, media, and spheres to actively support TCAH's efforts to educate and engage the public about ending hunger.
- Assist with community engagement initiatives and help establish new community partnerships.
- Introduce four new community/corporate relationships each quarter.
- Develop, implement and coordinate a variety of projects and programs to increase community engagement and education of the agency's services.
- Use interactive technologies to inform and engage the community; utilize various communication and outreach strategies to reach diverse populations.
- Practice positive community relations, build rapport and advocacy by developing and managing relationships with community boards and members.
- Research and monitor community events to stay current with issues and priorities/needs so that successful collaborations are achieved.
- Actively participate in the community/events to help align organizational strategy with social, civic and local organizations.



- Assist with the recruitment, enrollment, and implementation of TCAH Youth Workforce participants.
  - Collect, review for completion, file, and maintain participant records/paperwork.
  - Recruit worksites for job placement of TCAH Youth Workforce participants, specific to their career pathway following training and experience through the workforce Program.
  - Collate enter weekly timesheets and assessments for participants efficiently and effectively meeting committal deadlines.
  - Support in-school Career Services department and other community organizations by counseling youth on career options and to include Opportunity within the TCAH Youth Workforce and Culinary Arts Institute.
  - Mentor participants with a focus on the introduction and expansion of workplace readiness and college-preparedness skills.
  - Help in developing, planning, and implementing workshops for TCAH Youth Workforce participants
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- Attend school meetings and coordinate with the school to ensure the success of the partnership.
  - Attend various Workforce Development division-wide meetings and trainings.
  - Participate in professional conferences and other self-directed professional development activities.
  - Maintain participant and worksite files up to the standards set forth by funders and TCAH company policies.
  - Facilitate workshops, participate/lead trips in order to meet program requirements.
  - Build and maintain working relationships with groups and organizations to provide external services to participants.
  - Collect and analyze program evaluation data, with the supervision of the Program Manager in order to enhance retention and meet company evaluation procedures.
  - Complete other advisory duties as requested such as track retention of applicants/participants of the TCAH Youth Workforce Program.
  - Tasks may be modified, expanded and/or assigned over a period of time.

### **Requirements:**

- Associate Degree in Non Profit Management, Social Work, Public Education/Policy or compatible field
- Passionate about the organizational mission to alleviate hunger and advance food justice
- Influencer with a proactive and engaging personality with strong ability to galvanize support



- Communication proficiency with various stakeholders, including donors, corporate executives and the ability to foster positive relationships with community and stakeholders
- Comfortable working in a fast-paced, grassroots environment
- 3-5 years' working with nonprofit and building community partnerships, creating annual strategies.
- Collaboration Skills/ Relationship Building/Time management skills/Problem solving
- Able to communicate complex concepts effectively to multiple audiences
- Able to work independently and as part of a team
- Knowledge of MS Office: with excellent Microsoft Word skills required, plus Excel and PowerPoint; excellent follow-up skills.

**Salary- 39,520K-41,600K/Annual**