

**JOB ANNOUNCEMENT**

**Youth Leadership Council Coordinator**  
at Children's Network of Solano County  
in Fairfield, CA

This is a permanent, full time 40 hour per week position with excellent benefits and a competitive salary.

Job Description: Under the supervision of the Children's Network's Executive Director, the Youth Leadership Council Coordinator will staff the Youth Leadership Council and support efforts to develop a county wide Youth Policy Platform.

**Specific duties of the Coordinator include:**

- Recruit and assist with the selection of up to 15 at-risk youth (ages 14-21) in Solano County to join the Youth Leadership Council.
  - Perform specific outreach efforts to recruit youth council members via partnering agencies and groups that work with "at-risk" youth in Solano County including but not limited to: Department of Health and Social Services; County Office of Education; Juvenile Probation, CASA, Vacaville Reach Coalition, Fighting Back Partnership in Vallejo, First Place for Youth, Solano Community College and PAL.
  - Perform direct outreach efforts to youth leaders throughout the County.
- Develop marketing materials for the project and its events and activities.
- Develop and/or maintain the Youth Leadership Council's online presence, including website, social media and email outreach.
- Assist the Youth Leadership Council in scheduling bi-monthly meetings and with logistics including transportation, speakers, taking minutes, copying and distributing materials, etc.
- Assist Council members with outreach to local communities to gather input on the development of a Youth Policy Platform.
- Assist Council members with presenting the Youth Policy Platform to community groups, public officials, legislators, at the Annual Policy Forum and other venues as needed, and with distribution of the Platform to local, state, and federal office holders.

**Required Qualifications Include:**

- Higher education in a human services field; Bachelor's Degree preferred
- A minimum of 2 years of experience working with youth, preferably at-risk youth
- Demonstrated ability to work independently and take initiative

# Children's Network

*of Solano County*

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- Excellent computer skills with experience in website editing, maintaining email lists and using social media to further our reach
- Ability to conduct research and develop concise written reports
- Excellent verbal and written communication skills
- Ability to fit in well with a small non-profit staff, and work well with others
- Interest and experience with policy advocacy

### **Application Process:**

Submit resume, cover letter, and two letters of reference, by no later than September 15<sup>th</sup> to:

Alan Kerzin  
Executive Director  
Children's Network of Solano County  
827 Missouri Street, Suite 5  
Fairfield, Ca. 94533

Applications may also be submitted via email at [akerzin@childnet.org](mailto:akerzin@childnet.org) or by faxing application materials to 707-421-6495