Position Opening

***Young Leaders in Action Coordinator***

(Application deadline is March 29, 2019)

**WHAT THIS IS:** A unique opportunity to use your youth leadership skills and interest in global issues to work with Oregon's premier international affairs organization and contribute to its mission of connecting Oregonians to the world.

**WHO YOU ARE**: An experienced educator or youth development professional with a strong international background who is passionate about connecting youth to opportunities to learn about the world. You are adept at facilitating youth-led programming that brings youth voice to the forefront and helps youth to take charge of their own learning and leadership while taking action in the community. You are familiar with many local opportunities for youth to learn about global affairs and international issues, and are effective at networking with other individuals and organizations to facilitate learning within the community. You are an organized, highly motivated self-starter who works well in fast-paced, dynamic environment and enjoys collaborating with smart, interesting youth. You are an efficient communicator with strong written and oral communication skills who can maintain close communication with youth and community partners through a variety of technologies (email, text, social media, etc.). You are passionate about the larger world, and you think that the mission of WorldOregon is important for the larger community; you are especially excited to help youth connect with the world. In a nutshell, we are looking for someone who has a passion for helping youth become the next generation of globally-conscious leaders in our community and have the skills and experience to help them translate their passions into action.

**WHO WE ARE:** Founded in 1950,WorldOregon, formerly known as theWorld Affairs Council of Oregon, is the oldest nonpartisan, nonprofit international affairs organization in Oregon that connects Oregonians to the world. WorldOregon has 13 employees, many volunteers, and three main areas of activity: *Global Conversations* (3-6 public programs per month on global issues and ideas including the International Speakers Series (four world-renowned speakers annually); the *Global Classroom* (K-12 education program and youth and teacher training; 8,000+ students and teachers served annually); and the *International Visitor & Training Program* (organizes short-term visits for over 500 adult and 50 youth emerging leaders from over 100 countries each year). Check our website at [www.worldoregon.org](http://www.worldoregon.org/).

The Young Leaders in Action Program is an essential part of WorldOregon’s *Global* *Classroom*. Approximately 20 high school students from across the greater Portland area participate in the program from June-April each year. Participants meet twice per month. One Sunday per month, participants meet for three hours at WorldOregon for program meetings, which include guest speakers on international and global affairs topics, leadership skill workshops, and guided time to work on group “action projects”. One Saturday per month, the group meets to participate in optional volunteer service activities with community-based organizations. Throughout the course of the program, the Young Leaders in Action participants work in groups to design and implement an “action project” to take action on a global issue about which they are passionate at a local level. Young Leaders in Action participants are a part of the full life of the WorldOregon community, and regularly attend WorldOregon events and advise on WorldOregon programming.

**WHAT YOU’LL DO: JOB DESCRIPTION**

**Position Title:** Young Leaders in Action Coordinator

**Type of Position:** Part-time Temporary Employee (10 to 15 hours per week; additional hours with pre-approval); Non-exempt.

**Hourly Pay Rate** $15-17 per hour, depending on experience

**Benefits:** Temporary employees are not eligible for benefits, however are eligible for sick leave in compliance with the Oregon Sick Leave Law earning one hour for every 30 hours worked available after 90 days of employment. Additionally, temporary employees are reimbursed for TriMet bus passes while working at WorldOregon.

**Supervisor:** Derrick Olsen, President

**Start Date:** May - June 2019

**End Date:** May - June 2020

**Position Summary/Mission:** To create high-quality programs for youth and contribute to the Global Classroom’s efforts to achieve departmental goals.

**Responsibilities**

**Manage Young Leaders in Action (YLA) Program:**

* Develop recruitment, publicity, and outreach materials for YLA in collaboration with the Marketing and Communications Coordinator
* Coordinate process of recruitment and selection of high school students for YLA
* Manage the interface between Young Leaders in Action, staff, international visitors, other programs, and community partners
* Organize and attend Young Leaders in Action meetings, workshops, and service learning days, including some evenings and two weekend days per month
* Manage Young Leaders in Action program – including evaluation and budget - and be alert to possible funding opportunities
* Mentor Young Leaders in Action participants’ projects and coordinate participants’ participation in WorldOregon’s Youth Forum
* Maintain communication with Young leaders in Action participants regarding upcoming meetings and events, action project deadlines, and opportunities to participate in WorldOregon or other external community partner events
* Maintain database of resources for learning about international issues, youth leadership-related resources, and service opportunities relevant to YLA program, and manage all program files, data, and documentation in a systematic, organized fashion

**Support Teach the World Youth Forum and Teacher Workshop Series:**

* Assist with Teach the World Youth Forum and Teacher Workshop Series activities. Help to recruit speakers, design workshops, reach out to schools/educators and coordinate event logistics.

**Other:**

* Maintain awareness of political and social issues and of the business climate in Oregon and Southwest Washington for use in programming
* Maintain awareness of community cultural organizations/international education/volunteer activities able to enhance Young Leaders in Action experience
* Assist in other tasks as needed, including the WorldQuest fundraiser

**Required skills and attributes**

* EXCELLENT oral and written communication skills
* Bachelor’s degree; education or international affairs preferred
* 2-4 years of work experience in education or youth leadership development is essential, experience facilitating youth-led programming preferred
* Significant international experience and experience working with diverse groups of local youth
* Excellent time management, organizational, and communication skills
* Basic computer skills, including Microsoft Office Suite (Word/Excel/PowerPoint)
* Strong knowledge of local resources and ability to effectively network to access new opportunities
* Interest in international issues and commitment to the mission of WorldOregon

**To apply, please do the following:**

1. Write a cover letter explaining your interest in and qualifications for the Young Leaders in Action Coordinator position
2. Include a current resume
3. Provide a list of three to five references, including a recent supervisor or someone familiar with your work
4. Email or mail materials to the addresses below; no telephone calls, please.

Young Leaders in Action Coordinator Search

WorldOregon

1207 SW Broadway, Suite 300

Portland, OR 97205

search@worldoregon.org