



YES Advocacy Coordinator Job Description

ABOUT YES NATURE TO NEIGHBORHOODS (YES)

Our Mission: In partnership with nature, YES nurtures leaders who champion the wellbeing of our community.

YES supports and nourishes under-represented Richmond residents as leaders with the skills, resources, and confidence to work toward a just society and a sustainable environment. Experiences in nature provide a supportive setting for youth, adults, and families to develop meaningful relationships, build trust in themselves and each other, and take safe risks in new environments. YES provides access to these experiences for those historically excluded from the outdoors, and is a leader at the forefront of the movement to increase equity and inclusivity in the outdoor and environmental education fields. Our vision is for Richmond youth, adults, and families to lead healthy, connected lives; motivate change in their neighborhoods; and inspire a safe, thriving community.

Since 1999, YES has provided outdoor access to over 5,500 youth from Richmond and West Contra Costa County to Summer Camp, facilitated Family Camps for 1,200 families, and has evolved to become a well-established promoter of leadership and wellness practices reaching more than 550 West Contra Costa County residents each year. Learn more at www.yesfamilies.org

THE OPPORTUNITY

The **YES Advocacy Coordinator** is a part-time (30 hours/week) position responsible for developing policy advocacy, organizing curriculum and incorporating mental health and wellness activities into YES' TREES program. The TREES program engages young adults ages 18-26, and the program's advocacy goal is to inform local policy around increasing mental health resources for young adults ages 18-26 in place of cannabis use.

The role of the Advocacy Coordinator is to design and implement an advocacy plan with input from TREES participants, co-facilitate workshops on organizing and coalition building, and participate in in-person events such as workshops and meet-ups. The Advocacy Coordinator also prepares TREES participants to present and advocate for policy change at various events and provide them with an organizing toolkit.

They support program development, implementation, data management, reporting, and evaluation. They maintain good working relationships with participants, partner organizations, and the general community. They are also expected to work both on and off-site and will report to the Young Adult Program Supervising Coordinator.

KEY RESPONSIBILITIES

Program Coordination (65%)

- Conducts research on trends related to cannabis policy and mental health resources at the local and county level.
- Builds an organizing toolkit for the TREES program and participants.
- Supports with the development of a policy advocacy and organizing curriculum.
- Incorporates nature-based, trauma-informed care, healing centered, mental health, and wellness

best practices into program curriculum and delivery to create shared experiences amongst TREES participants that cultivate a strong peer and adult support network.

- Participates in in-person events including workshops, and meet-ups with TREES participants.
- Co-facilitates workshops that focus on organizing, coalition building, and advocacy implementation for TREES participants.
- Designs and implements an advocacy plan with input from TREES participants.
- Prepares TREES participants to present and advocate for policy change to local government agencies, partner organizations, and community members at an annual Rich City Kick Back and YES Family Camp.
- Effectively communicates instructions to young adults as well as listens to, and responds to their needs.
- Supports with group management and conflict resolution as needed during workshops, and outdoor activities by modeling teamwork, cooperative effort, and creative, peaceful resolution of conflict.
- Supports the Adult Leadership Pathway (ALP) team with community engagement, activities, and leadership opportunities as needed.
- Seeks out webinars, workshops, and resources to expand professional development as needed.

Community Engagement (15%)

- Identifies key institutions, organizations, partners, civic influencers, and other co-conspirators within the Richmond and surrounding community that align with TREES program goals and outcomes.
- Attends local government agency, cannabis/mental health coalition, community-based organization, and policy partner meetings with TREES Ambassadors to build and nurture relationships, and participate in policy work and decision making to affect positive change in the community.

Administrative Tasks (10%)

- Participates in Adult Leadership Pathway team meetings and check-ins.
- Develops and maintains efficient systems for organizing and administering work.
- Plans, inputs, and coordinates the production of program data for reporting purposes.
- Works closely with the TREES Supervising Coordinator, and grant writing team on data collection for grant proposals.
- Ensures that program materials, including assessments, surveys, brochures, flyers, and forms, are maintained, translated, and kept up to date.
- Supports survey, evaluation, data collection, and documentation of advocacy plan progression to ensure cultural responsiveness and successful outcomes.
- Completes monthly time logs, activity reports, outcome data, and other required program reports and documentation.

Organizational Leadership (10%)

- Committed to the organization's vision, mission, and values and communicates YES's strategic direction to staff, constituents, and partners.
- Actively participates in organization wide Equity, Inclusion and Diversity work.
- Attends staff meetings, participates in special projects, task forces, and actively contributes to the organization's Strategic Plan.
- Participates in training programs related to professional development, leadership, non-violent communication, anti-Black racism, and other relevant areas.
- Engages in team meetings focused on promoting self-care and fostering connections.
- Participates in collaborative events and conferences that are relevant to their role and represents the organization effectively.
- Contributes content, such as program summaries and anecdotes, to communications and fundraising campaigns.

Physical demands

The position requires frequent use of computer and handwritten work; requires prolonged sitting or standing through the course of the workday; requires the ability to bend, lift and carry up to 30 lbs over short distances.

SKILLS/EXPECTATIONS

- Associate degree or higher and/or two years of relevant experience in the field of community organizing, public policy, youth development, or public health.
- Experience with policy advocacy planning, reflection, and evaluation.
- Experience teaching and leading activities related to advocacy, policy, and community organizing.
- Demonstrated success in growing and developing an organized base of members.
- Ability to engage with young adults from diverse socio-economic and cultural backgrounds and work with them as partners to foster a team approach.
- Comfort and ability to communicate with young adults and other supports in their lives.
- Exercise professional behavior and sound judgment at all times and maintain appropriate boundaries with participants.
- Self-starter with the ability to work as part of a team or independently with a high level of organization and attention to detail.
- Ability to engage in problem-solving and decision-making to come up with the best outcome.
- Excellent verbal skills, including public speaking and written communication.
- Computer proficiency in Microsoft Office programs (Word, Excel, & PowerPoint), Internet (Google Calendar, Google Drive), and data entry platforms (Salesforce or equivalent).
- Ability and willingness to work flexible hours, including some evenings and weekends.
- Ability and willingness to drive young adults at times to local or outdoor destinations with either a rented, or agency vehicle.
- Ability to articulate a vision about preparing young adults for the future - social, economic, cultural, and personal perspectives - to partners, funders, and the larger community.

OTHER DESIRED SKILLS

- Prior experience working in Richmond or similar Communities of Color.
- Experience and demonstrated success with creating audio/visual media and data-driven projects.

COMPENSATION

This is a 75% part-time, 30 hours/week position. The hourly range for this position is \$30.52 - \$31.47.

YES offers a generous benefits package to all regular part-time employees that include:

- 70% medical, dental, vision premiums paid
- 403b retirement matching program
- 7 days vacation in the first year with incremental accruals thereafter, 9 days sick time, up to 12 holidays depending on regularly scheduled work days, 1 day paid time off for birthdays.
- Paid holiday closure between Christmas and New Year's Day
- Fully paid 6-week sabbatical program after 6 years of consecutive employment
- Professional development opportunities

TO APPLY

Please email your resume and cover letter to Maria Chan, Human Resources Manager at maria@yesfamilies.org with the subject line "YES Advocacy Coordinator." The position is open until filled.

YES is an equal opportunity employer. You will be part of a team that values a diversity of cultures, perspectives and lived experiences. We carefully consider every applicant who takes the time to apply. We also know from research done, that women and people of color are less likely to apply unless they meet every single

qualification in a job description. If you are interested in the position, even if you don't believe that you meet all the qualifications, we strongly encourage you to submit your application.

We seek talented and qualified individuals, and strive to hire candidates who reflect the diversity of the community we serve, regardless of age, ancestry, color, creed, ethnicity, gender identity, marital status, military obligations, national origins, physical abilities, race, religion, socio-economic status, sexual orientation, and veteran status. Do note that we require all employees to have received an FDA- approved vaccine against COVID-19 as a condition of employment.

No phone calls, please.