



Youth Advisor

Job Description

April 2016

About Colorado Youth Matter

The mission of Colorado Youth Matter (CYM) is to actively engage Colorado communities to promote the healthy sexual development of all young people. CYM focuses our work on strengthening leadership and advancing the movement for youth sexual health. We do this through training and professional development, research and data advocacy, and coalition building.

Youth Advisor

CYM is looking for two young people between the ages of 18-24 to serve on the *Maximizing Success* federal project. The Youth Advisors will work with other members of the *Maximizing Success* team to ensure that all aspects of this five-year project are inclusive and welcoming to youth within the defined project area, and include the direct involvement and meaningful engagement of young people, wherever possible. Youth Advisors are responsible for gathering and providing feedback from youth in Denver, Adams and Arapahoe counties to provide guidance and programmatic advice to Colorado Youth Matter and its capacity building assistance partners.

Minimum Qualifications

- Must be comfortable conducting trainings and facilitating effective meetings.
- Commitment to adolescent reproductive health access, comprehensive sex education, including adolescent health, unintended pregnancy prevention and HIV/AIDS/STI prevention programs.
- Experience as a youth advocate is preferred.
- Must have exceptional verbal and written communication skills, including technical writing.
- Must be proficient in MS Office and basic computer applications.
- Must be comfortable with learning and effectively using new media outlets and web-based platforms for the purpose of achieving goals.
- Must be self-motivated and an independent worker with the ability to define your role within a team.
- Must be able to carry up to 25lbs.
- Must be comfortable standing for up to 4 hours.
- Must be able to focus while working in an open office environment.
- Must be able to prioritize multiple tasks and respond well to change and stressful situations.
- Be detailed oriented, yet visionary.
- Exhibit leadership and initiative in various projects and work settings.
- Commitment to excellence
- Commitment to the mission, core expectations and values of Colorado Youth Matter.
- Have a sense of humor!

Essential Duties and Responsibilities

- Develop youth advisory strategies that will best serve the *Maximizing Success* project goals, capacity building assistance (CBA) partners, and youth in the three county project areas.
- Provide feedback, perspective and guidance on program materials, strategies, training and other elements of the project.

Youth Advisor

Job Description

April 2016

- Actively participate in curricula and training review committees.
- Seek and provide the opinion of youth in the project area on programs, curricula or materials, when needed.
- Work in and build coalitions with other organizations providing youth advocacy, sexual health resources and direct services to marginalized youth.
- In collaboration with the Research and Evaluation Manager and the Evaluation Contractor, facilitate youth focus groups, surveys, and other evaluation strategies to collect assessment information from high needs youth in the project area.
- In collaboration with clinical CBA partners, develop strategies for retention and recruitment of youth to clinical services in the project area.
- Support the development of training for teachers, clinical staff and other project partners by providing feedback and guidance on relevant and appropriateness to youth.
- Assist in development and delivery of Positive Youth Development trainings for project partners.
- In collaboration with the Senior Capacity Building Manager and project partners, develop strategies to ensure youth friendliness in school-clinic linkage strategies.
- Support the Policy and Education Intern in the planning and execution of Youth Action Day by providing training, technical assistance, and general support to staff and youth participants.
- In collaboration with the Development and Strategic Communications Director and Training Manager, develop a youth track for the annual Raising the Bar conference, which includes youth facilitated workshops and youth friendly practices.
- Participate in and provide feedback to the Community of Practice (meets quarterly); ensure the participation of youth interest in this group by identifying youth participants and youth centered organizations.
- Submit monthly reports to the Project Director and support the completion of mid-year and annual reports to the Office of Adolescent Health.
- Read, edit and evaluate project materials and offer informed recommendations for improvement of youth inclusion and accessibility.
- Support the successful execution of Colorado Youth Matter's strategic plan.
- Promote the mission of Colorado Youth Matter and the project in a professional and ethical manner.

Reports to

Director of Community Programs

Category and Compensation

This position is part-time, not to exceed 16 hours per week. Compensation is \$15 per hour. No benefits are offered. Continuation of this position is dependent on federal funding. Currently, *Maximizing Success* is expected to be a five-year project, ending on June 30, 2020.

To Apply

Submit a resume, cover letter, 2 professional references and answer the questions below in a separate document. Submit to Andie Lyons, Director of Community Programs **no later than June 15, 2016** at: alyons@coloradoyouthmatter.org

Youth Advisor

Job Description

April 2016

Short Answer Questions

Please answer the following questions in 3-5 sentences, in a separate document.

Tell us about a time that you advocated or organized around a specific issue, and share what worked and what didn't work.

What does sexual health education mean to you, and what was your experience surrounding sexual health education, growing up?

What does a youth-adult partnership mean to you? What does it look like?