



Alumni Program Coordinator
Young People For

Young People For (YP4) is a social justice incubator. We provide life-long social justice leadership training to unlock the potential of young people historically left out of opportunity. We are a national network that centers black, brown, indigenous, disabled, and LGBTQ+ leaders in education, media, politics, business, government, and everywhere. There are two components of our work, the year-long Fellowship for college- aged folks and the intergenerational Alumni network comprised of over 2,000 young people.

At the center of our work is our Alumni network comprised of over 2,000 young and young-ish people in all 50 states , the district and territories'. The Alumni Program Coordinator is critical in providing our Alumni with high quality, programing trainings and resources.

The position is located in Washington, DC and reports to the Fellowship Program Manager

Responsibilities:

- Work with the Program Manager to set quarterly Alumni engagement goals and ensure the department achieves monthly engagement deliverables;
- Manage program components of all Alumni trainings designed for Fellows who have completed the first year of the Fellowship program and for seasoned Alumni;
- Collect and manage data for the Alumni Database to maintain critical information about the work of our Alumni;
- Work with the Director to develop and track relationships, lists, and critical information
- Assist the Director to develop and manage core national and local allies and partnerships to identify trainings and blueprint support opportunities for Alumni;
- Work to identify the professional development opportunities, materials and resources for online audiences;
- Capture stories and leadership profiles of Alumni and seek out opportunities to showcase their work in reports, the media, at conferences, etc. to build the programmatic narrative;
- Co-manage the Alumni Council including, recruitment, selection, assessment and training support for the council;
- Co-manage the Mentorship program including recruitment, selection, assessment and training for Mentors;
- Initiate and manage partnership opportunities for events and trainings at national conferences and events for Alumni;
- Identify resources that will assist Young People For in designing training and professional development opportunities;
- Coordinate all YP4 Alumni communications and provide marketing support;

- Regular and reliable attendance to perform job functions;
- Other duties as assigned.

Qualifications:

- 2 – 4 years related work experience.
- Ability to analyze and synthesize complex data and present in a usable format.
- Excellent written communications skills, strong proofreading skills, computer literacy and experience in using the Internet in progressive work;
- Experience planning and implementing events
- Ability to work effectively in a fast-paced environment; must be well organized, detail-oriented and able to effectively manage competing priorities and frequent deadlines;
- Strong strategic thinking and the ability to frame project approaches and structure thoughtful analysis
- Ability to build and maintain strong relationships with individuals from diverse backgrounds and experiences;
- Experience with public speaking or exemplary group facilitation and presentation skills.
- Data management experience (Salsa, Salesforce, Convio).
- Strong sense of creativity and innovation and a strong commitment to professional development.
- Good interpersonal skills, including ability to work effectively with diverse groups and communities.
- Ability to work independently, with supervision, and as part of a team;
- Familiarity with the progressive community, progressive issues, community organizing, and the political process;
- Experience with student or youth organizing; YP4 Alumni preferred;
- Ability and willingness to travel and to work additional hours when needed and to work nights and weekends;
- Familiarity with tools and resources that social media provides young organizers (Twitter campaigns, Facebook, hashtag creation).
- Familiarity with progressive issues and a commitment to the issues Young People For works on.

Position Level: Exempt

Position Compensation: \$45,000–\$54,668

To apply: Send resume and statement of interest to Human Resources, People For the American Way Foundation, 1101 15th Street NW, Suite 600, Washington, DC 20005. Email hr@pfaw.org. No phone calls please.

YP4 is a part of the People for the Way Foundation family. Together, People For and YP4 are building a long-term network of emerging leaders committed to protecting our nation's fundamental rights and freedoms. People For the American Way Foundation conducts research, legal, and education work on behalf of First Amendment freedoms and democratic values; monitors, exposes, and challenges the Religious Right movement and its political allies; identifies, trains, and supports the next generation of progressive leaders through its Young People For youth leadership programs and its Young Elected Officials Network; and carries out nonpartisan voter education, registration, civic participation, and election protection activities.

People For the American Way Foundation is an Equal Opportunity Employer

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