



YOUTH PROGRAMS SPECIALIST POSITION OPENING WITH ACTION NETWORK

Action Network is seeking a Youth Programs Specialist to serve youth and families. Action Network is a non-profit Family Resource and Wellness Center serving communities from Elk to Timber Cove on the Redwood Coast of Northern California.

The Youth Programs Specialist job description includes:

- Lead Social Emotional Learning & Coaching in the schools.
- Participate in guiding teens on healthy lifestyles and choices.
- Provide Teen Clinic Support.
- Conduct youth/family assessments, provide referrals, contact information, and track all activities relative to cases.
- Coordinate and lead extended learning opportunity youth activities.
- Attend relevant community meetings and trainings and all mandatory requirements set forth by Action Network.
- Maintain relationships with collaborative partners and coalition builders, including schools, teachers, health facilities, and legal advocacy services.
- Maintain knowledge of other community services and community collaborators.
- Help clients obtain available assistance within Action Network - adopting healthy behaviors, providing mental, and social support and wellness advocate for individuals and community needs.
- Recruit youth and families to take part in events and programs provided by Action Network.
- Work with youth (0-24) and families to navigate and access community services, build relationships, and encourage family participation in Action Network services.
- Communicate with parents/guardians and outreach partners about services, activities, programs, and events.
- Promote programs through Action Network's social media, posters, and other venues.
- Participate in Action Network team meetings, strategic planning, and visioning.
- Contribute to program documentation and grant reporting.
- Experience in Microsoft Office Programs, email competency and professionalism.
- Strong interpersonal, verbal, and written communications skills.
- Comfort working with a diverse community.
- Working knowledge of community resources.

This is a full-time position with benefits. Application closing date is: **March 15, 2024**