

## Youth Program Coordinator

**Location: Nevada**

### Background

The **Guinn Center** is a nonprofit (501c3), independent (bipartisan) policy center based in Nevada. The Guinn Center is looking for a **Youth Program Coordinator** (either **PART-TIME OR FULL-TIME**) to lead our **Building Blocks** project, which leverages existing efforts among youth in Nevada to build youth boards and improve social service systems that address the needs of youth.

This project, **Building Blocks**, has four objectives:

1. Connect existing youth (engagement programs) in Nevada and establish a network of youth leaders.
2. Build stronger connections between service providers and youth end users to improve specific health outcomes. These are: (1) Decrease in teen homelessness, (2) Decrease in teen suicide rate, (3) Increased access to mental health services, and (4) Decrease in rate of uninsured youth.
3. Build youth leadership (with a focus on health and/or social determinants of health), and
4. Strengthen youth representation on existing public and private boards and projects.

**The Youth Program Coordinator will be responsible to perform a variety of duties related to the oversight, development, and coordination of youth outreach and education programs.**

**To Apply: send resume and cover letter stating your interest in this position. The cover letter should also answer two questions: (1) What ideas do you have to engage youth in civic engagement activities? (2) What 2 community issues are most important to you. Please provide TWO references.**

**Send application to: [lrodriguez@guinncenter.org](mailto:lrodriguez@guinncenter.org). Subject line: Project Youth Coordinator.**

**Indicate whether you are applying for **FULL-TIME** or **PART-TIME** Position.**

### Primary Responsibilities

- Develop, organize, and implement outreach efforts for youth across Nevada including tribal communities
- Provide support to youth
- Help manage programmatic aspects of **Building Blocks** including managing stipends, tracking participation, scheduling meetings
- Develop specialized programming and civic engagement activities for youth across Nevada
- Share information with youth about health-related policies
- Administer surveys to youth and help collect data and help create videos/manage social media
- Coordinate youth engagement activities with other groups across Nevada

### Qualifications

The ideal candidate will possess the following skills and experience:

- 2-3 years' experience working experience
- Knowledge of social media (ideally, candidate would have experience making videos/video editing)
- Experience working with young adults (ages 14-24), and some experience planning events
- Organized, attentive to detail, goal-oriented, and capable of multi-tasking
- Self-starter with some experience working in non-profit environment
- Ability to work collaboratively with others
- Flexibility for occasional travel (in Nevada), AND Strong oral and written communication skills

Competitive salary. Equal Opportunity Employer. For more information, please visit [www.guinncenter.org](http://www.guinncenter.org).

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