

Program Specialist – Positive Youth Development GUIDE, Inc.

Official Title: YAB Coordinator

Status: Part-time, exempt position (up to 20 hours/month)

Pay: \$22/hour; not benefits eligible

Reports to: Associate Executive Director, PYD

Start Date: mid-May 2021

About the Agency: GUIDE is a respected community-based nonprofit that has been serving Gwinnett County since 1986 and Georgia since 1989. The organization provides substance abuse prevention and youth development services to a wide range of community members and stakeholders. There is a supportive team environment within the close and casual office. GUIDE is a drug-free workplace.

Program Description: This position will work under the supervision of the Associate Executive Director of Positive Youth Development to provide staff support and management of the GUIDE Youth Advisory Board (YAB). This position will serve as the primary point of contact for all YAB-related business.

This position requires some weekend and evening work that varies from year-to-year and attendance at GUIDE's annual leadership program, Georgia Teen Institute, for four days each summer (suspended for summer 2021; will resume summer 2022). The ability to work occasional evenings and weekends throughout the year and GTI each summer is non-negotiable.

Job Responsibilities include managing, supporting and serving as a coordinator of GUIDE's Youth Advisory Board (YAB) to include working closely with other GUIDE Staff in regards to the following:

- Member application, recruitment, interviewing and selection;
- Member communications including meeting, event and Board meeting announcements;
- Meeting coordination, logistics and staffing;
- Relationship building including during and in-between meetings and events;
- Attending all community events that involve the YAB;
- Attending Georgia Teen Institute as the YAB Adult Advisor, participating fully in all activities, staying on campus overnight and providing supervision and support for YAB members in attendance;
- Participating in and meeting all grant and contract-required duties, including but not limited to, attending quarterly networking events/meetings, submitting monthly reports and coordinating all paperwork, permission slips and other necessary documents;
- Attending monthly Prevention Action Collaborative of Gwinnett (PAC-G) meetings to support YAB members in attendance;

- Gathering, maintaining and reporting data for monthly, quarterly and annual reports and grant applications, including capturing photos and providing social media content;
- Supporting other GUIDE Staff in researching, writing and submitting grant requests for YAB;
- Participating in and supporting all fundraising efforts for GUIDE and Georgia Teen Institute;
- Accurately tracking projects, tasks and completed objectives;
- Accurately tracking time daily including clocking in and out at start and end of work day;
- Communicating with supervisor when approaching 20 hours of work per month so that schedule can be adjusted as necessary to prevent overtime hours; and
- Other duties as assigned.

Other GUIDE responsibilities include, but are not limited to:

- Participating in staff meetings and other relevant meetings when requested by supervisor;
- Assisting in the development of annual and program budgets, grant proposals and annual and other reports;
- Providing overall participation in and support for the GUIDE team as requested by supervisor and/or Executive Director;
- Participation in annual goal setting and performance reviews; and
- All other duties as assigned.

Skills and Qualifications:

- Experience in youth development, empowerment and leadership required
- Computer experience with Microsoft Office Suite is required, expertise expected with Word and Excel, knowledge of PowerPoint is helpful
- Expertise in working with Google products including Gmail, Docs, Calendars, etc. required
- Familiarity with Zoom helpful; expertise preferred
- Excellent oral and written communication skills with demonstrated professional communications both internally and externally
- Excellent interpersonal skills and professional demeanor and ability to work effectively with people from diverse backgrounds

Additional Requirements:

- Requires the ability to receive detailed information through oral and written communication, to speak clearly and to demonstrate excellent oral and written communication skills
- Requires the ability to occasionally continuously stand or walk for long periods of time; regularly requires bending, stooping, reaching, twisting, lifting, pushing, pulling or moving items or materials and the ability to lift up to 40 pounds
- Requires close visual acuity to perform activities including preparing and analyzing data figures, transcribing, viewing a computer screen and other related activities
- Requires the ability to review, classify, categorize, prioritize and/or analyze data

- Requires the ability to exercise discretion and confidentiality when reviewing data and other information
- Requires the ability to exercise judgment, decisiveness and creativity
- Requires the ability to successfully multi-task and work independently
- Requires reliable transportation and a Georgia driver's license
- Must be able to accommodate out-of-town, overnight assignments on occasion
- Must be a non-smoker
- Must have own, reliable transportation and a Georgia driver's license
- Must have own cell phone
- Must satisfactorily a criminal background check and E-verify

[Click here for the online application.](#)