Youth Violence Prevention Task Force’s Project Thrive

United Way of Santa Cruz County (UWSCC) was founded in 1941 and has decades of experience effectively bringing together multiple sectors to address some of our community’s most pressing social issues. Collectively, our initiatives reach well over 75,000 residents each year. From staffing the Santa Cruz County Children’s Network to co-founding and sustaining the now internationally recognized Go For Health collaborative to moving the county’s first Youth Violence Strategic Plan from planning to implementation, our focus is on multiple stakeholder engagement, collective community impact, accountability and results.

The United Way is seeking a 200 hour/week Community Coordinator to staff and help coordinate activities of the Youth Violence Prevention Task Force. The Youth Violence Prevention Task Force (YVPT) is countywide community collaborative made up of over 200 active members and 90 organizations representing all relevant sectors including community-based organizations, education, faith, justice, government, health, concerned community members, youth and families. YVPT and its county-wide strategic planning process is a project of the Santa Cruz County Criminal Justice Council. YVPT formed in December 2012 and worked together for three years to complete a community assessment and to develop a 3-5 year strategic plan to reduce youth violence in Santa Cruz County.

The Community Coordinator will focus on YVPT’s Project Thrive. Project Thrive is focused on addressing gaps in how the community identifies, supports and serves young men of color that have been harmed by violence. Over the next two years, Project Thrive will establish a coordinated countywide trauma-informed culturally relevant system to increase the well-being and quality of life for young Latino and African-American males, ages 16-24, and their families, that reside in the Watsonville, Santa Cruz City and Live Oak communities. The project will build community awareness of the impact of trauma and violence, enhance the capacity of county systems to implement evidence-based practices to meet survivor needs, and build local capacity to identify and reach this survivor group.

Examples of Duties and Responsibilities

Under the day-to-day supervision of the Director of Community Organizing, the Community Coordinator will work alongside the Youth Violence Prevention Task Force Coordinator and will perform the following duties:

- Provides administrative and support staffing for Youth Violence Prevention Task Force (YVPT) and Project Thrive.
- Supports monthly Project Thrive and YVPT workgroup meetings and other meetings and events as assigned, including preparation and distribution of agendas, minutes, supporting documents and resource materials and co-facilitation of meetings.
- Develops and maintains close working relationships with a wide variety of public and private leaders and stakeholders, participates in recruiting new participants and maintaining a current database of participants.
- Co-creates and supports a youth engagement plan with YVPT Coordinator and Project Thrive Leadership Team to integrate authentic youth voice and collaboration throughout implementation and planning processes for both programs.
- Prepares reports, presentations, documents and correspondence related to YVPT activities.
- Supports communications to keep YVPT stakeholders informed and engaged about the strategic planning process and Project Thrive activities and status.
- Represents YVPT in meetings with groups and organizations for purposes of collecting information, recruiting participants and describing YVPT’s work.
- Assembles and provides relevant information and resources on the latest research and best practices in Youth Violence Prevention to YVPT membership.
- Assists Community Organizing team with other initiatives as assigned.

Required Qualifications

Demonstrated experience with community organizing; staffing coalitions and/or community groups; demonstrated commitment to social justice, equity and results; experience with professional report writing; experience working with diverse community partners; experience working with underserved and diverse communities; strong written and oral communication skills; ability to work independently; strong organizational and interpersonal skills; must be comfortable speaking one-on-one and in front of large groups; ability to build and manage relationships with a variety of people;
demonstrated ability to meet deadlines; demonstrated ability to quickly learn new systems and skills as needed; strong and proven ability to multi-task; proficiency in Microsoft Office, including Word and Power Point.

Desired Qualifications
Bilingual in Spanish and English; working knowledge of the criminal justice system and youth violence prevention strategies; understanding of the needs of Santa Cruz County's diverse ethnic, cultural, educational, and socioeconomic backgrounds; ability to analyze and interpret data; ability to create systems of communication such as newsletters; experience/knowledge of United Way's mission and programs; experience working with the media and managing social media; experience working within a dynamic and changing environment; self-motivated and work without administrative support as needed; event coordination experience.

Education and Experience
Bachelor's degree and/or equivalent combination of employment and education experience.

Physical Requirements
Position requires sitting and using a computer keyboard and screen for long periods of time; moderate physical activity including walking, stooping, bending, reaching and carrying objects up to 25 lb. and provide reliable personal transportation with mileage reimbursed at current IRS rates.

Salary & Benefits
Hourly range $16.48-19.80. Benefits after one full month of employment include: employer contribution to employee's 403(b) retirement account and sick leave. The United Way of Santa Cruz County is an equal opportunity, affirmative action employer.

Important Dates and Deadlines
- Friday, July 21, 2017- Closing Date for Cover Letter and Resume (Due by 5:00pm)
- Wednesday, July 26, 2017- Selected Applicants Contacted for Brief Phone Interviews
- Monday, July 31, 2017- Interviews with Selected Applicants

To Apply:
1. Submit one (1) signed original cover letter and resume detailing your skills and experience to us by Friday, July 21, 2017 at 5pm.

Please include in your cover letter, resume a list of three professional references, individuals who have immediate knowledge of your work. Please include name, title, organization, address, telephone number, and state the capacity in which the individual knows your work. References will not be contacted until after interviews with the selected applicants.

2. **Mailing Address**
   Human Resources  
   United Way of Santa Cruz County  
   PO Box 1458  
   Capitola CA 95010  
   **Email:** hr@unitedwaysc.org  
   (Word or .PDF format only)

   **Hand Delivery**
   Human Resources  
   United Way of Santa Cruz County  
   4450 Capitola Road, Suite 106  
   Capitola CA 95010  
   **Fax:** (831) 479-5477