

Youth Uprising

IMMEDIATE JOB OPPORTUNITY



Position Title: Policy Associate

Reports To: Chief Executive Officer

Compensation: Full or part-time. Commensurate with experience. Full benefits.

About Youth Uprising

In just a few years since it's opening in 2005, Youth Uprising (YU) has gone from a barebones operation to a bustling, 25,000-square-foot, high-tech youth leadership development center.

YU serves Alameda County residents between the ages of 13 and 24 – primarily youth of color from low-income neighborhoods in East Oakland where the center is located. Through innovative, culturally relevant programming in the areas of Media and Performing Arts, Education and Career Development, Social Enterprise, Peace Making, and Health and Wellness, YU attracts an astounding and ever-expanding membership of over 4000 youth.

YU envisions community transformation driven by investments in youth and young adults that result in the personal, social and economic transformation of all residents.

YU exists to build healthy, economically robust communities in East Oakland and the surrounding county, creating social change by harnessing the leadership of young people through consciousness raising, personal transformation, hard skill cultivation and leadership development.

For more information about Youth Uprising go to: www.youthuprising.org

The Opportunity

Youth Uprising offers the successful Policy Associate (PA) an opportunity to join a dynamic organization with a compelling mission and a successful track record of attracting, engaging and serving a high-risk population in strategies for personal, professional and community transformation.

In joining YU's staff, the PA will become part of a high-performing, warm, diverse team that includes people indigenous to the community, those who are deeply committed to social change, and youth within our target population who help to keep the organization attuned to the current realities of youth culture.

Policy Associate (PA) - Position Summary

Youth UpRising seeks a Policy Associate (PA) to support the development of practice-based policy resources to advance YU's mission of youth leadership development and urban community transformation.

The PA is responsible for (1) internal data analysis and program evaluation to inform YU policy priorities and the field, (2) production of policy and community economic development resources (fact sheets, 'How To' guides, reports, articles, etc.) to engage and educate YU staff, YU members, the public, government, community and faith-based organizations and key opinion leaders in accomplishing YU's mission and (3) research analysis and dissemination of practice-based policy tools for community economic development/transformation.

The PA reports to the Chief Executive Officer and works as part of the Policy Team. The PA will collaborate with leaders from various YU departments and external partners to produce effective

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policy/community economic development resources, funding requests and feedback for program evaluation.

Successful candidates will have strong organizational and writing skills and will be able to work well with others at all levels of the organization and identify connections/opportunities among the public and private sector partners. The context requires flexibility, a sense of humor and the ability to flourish in a fast-paced, deadline-driven environment. This position calls for someone whose passion for Youth UpRising's vision is matched with excellent communication skills, strong attention to detail and a passion to utilize data to build organizational capacity.

Primary Responsibilities

Creation of Policy and Community Economic Development Resources

- **Produce a wide range of written materials** including White Papers, Fact Sheets, Training Manuals, Reports, Articles, Op-Ed pieces and other practice-based policy resources to advance YU's mission, to influence policies and legislation affecting East Oakland youth and community economic development efforts. Support other organizations and agencies working in high-impact communities with high-risk populations.
- **Develop tools and strategies** (such as training events) to educate and engage YU staff, YU members, the public, government, community and faith-based organizations, and key opinion leaders in accomplishing Youth UpRising's systems change and community economic development mission.
- Assist in the writing or editing of **grants or mandated reporting** for funders.

Research Analysis and Dissemination

- Support the CEO in **advancing YU's mission of Community Transformation**, building community access to vital resources such as affordable housing, child care, banking, etc. Perform feasibility studies and assessments of need as compared with resources. Research and analyze capacity, i.e. re: available financing.
- Support the CEO in mapping relevant actors and policy opportunities, devising plans and activities to meet perceived needs among strategic partners and respond to relevant information requests, **utilizing opportunities for YU to grow as a knowledge leader** in our field.
- **Facilitate dissemination of YU's policy resources and tools**, both internally and externally, as needed. Facilitate trainings for staff and/or other stake-holders based on program data.
- Build partnerships to support YU's collaboration with a wide range of **local, regional and national partners and public influencers as needed** to advance YU's community economic development goals.
- Collaborate with the Strategic Partnerships and Investments Team as well as other Program Directors as needed to facilitate data analysis and presentation that will serve to **strengthen and build partnerships with and investments in YU**.

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Internal Data Analysis and Program Evaluation

- **Provide data analysis to inform and support effective evaluation of YU programs** in conjunction with YU staff and our evaluative partners. Support a comprehensive, multi-year impact-based evaluation strategy.

Support the effective **integration and maintenance of Efforts to Outcomes (ETO)** information gathering and reporting throughout the organization, working with the ETO Manager and Policy Team to determine what data to measure and how the data should be reviewed, analyzed and acted upon on a regular basis.

Other duties as needed and assigned.

Qualification and Competency Requirements

Positional Competencies – required for Policy Associate

- **STRONG COMMUNICATION SKILLS** – Exceptional written communication skills including the demonstrated ability to research, assimilate and analyze information, compose documents, proofread, and present data in a clear and concise manner to donors, members, staff, Board of Directors and the wider public.
- **PROLIFIC and VERSATILE WRITING CAPACITY** – Ability to rapidly produce a broad range of written communications forms and styles.
- **RESEARCH AND ADVANCED ACADEMIC EXPERIENCE** - Excellent research, problem solving and writing skills. Ability to summarize complex arguments clearly and accurately with tact, diplomacy and neutrality. Ability to stimulate and contribute constructively to debates on complex and controversial issues. BA required; Masters or Advanced degree preferred.
- **FAMILIARITY WITH THE LOGIC MODEL** of program evaluation, linking investments to results and moving from outputs to outcomes.
- **DATABASE SYSTEM KNOWLEDGE AND EXPERIENCE** – at least 2 years regular use of database software. Achievement of or willingness to achieve ETO Administrator certification and annual recertification. Strong attention to detail. Comfort with new technology and ability to rapidly learn new software. Deep knowledge of the ETO software and its capabilities is a plus.
- **DATA ANALYSIS AND MAPPING** – Experience and capacity to develop strong skills in data analysis, GIS, mapping and geography, especially relating to urban issues.
- **CULTURAL COMPETENCY** – Knowledge of YU's mission, goals, programs and services and the ability to effectively and authentically communicate the experience, needs, desires and goals of Youth UpRising and its members. Demonstrated commitment to youth leadership development and/or urban community transformation is required.
- **POLICY DEVELOPMENT AND ADVOCACY EXPERIENCE** – Experience developing effective practice-based policies and strategies in one or more of the following policy areas is a plus: youth leadership development, urban community transformation, workforce development, economic development and/or anti-poverty work.

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- AVAILABILITY for occasional evening and weekend work.
- BILINGUAL is a plus.

Core Competencies - required of all staff for successful performance at YU.

- HIGH PERFORMANCE - Strong work ethic • Results oriented • High energy • High integrity • Reliability • Committed to Excellence • Takes initiative and gets things done • Demonstrated success in an entrepreneurial setting, with the ability to think strategically while executing tactically within a resource-constrained environment.
- ORGANIZATIONAL SKILLS - Detail oriented • Tracks results • Demonstrates good work habits • Effectively uses their and other people's time • Comes to tasks/meetings well prepared • Has basic computer skills • Develops efficient systems, processes and tools •
- FLEXIBILITY - Adapts to new information or circumstances • Willing to wear many 'hats' to get the job done • Creative in troubleshooting and finding solutions • Able to flourish in a fluid environment •
- POSITIVE ATTITUDE - Able to maintain composure, hope and a sense of humor amid challenges • Able to remain positive and see solutions among difficult issues • Stamina • Able to manage and diffuse stress •
- SOCIAL SKILLS - Able to work with a wide variety of people • Able to communicate with respect and clarity • Open to different viewpoints • Able to disagree without animosity • Self-aware • Compassionate • Collaborative • Able to give and receive candid feedback • A role model •
- CRITICAL THINKING - Thinks interdependently, framing the goals of one department/project within the entire vision • Sees current issues and challenges within a broad framework • Makes decisions that have the greatest long and short term positive impact • Thinks 'outside the box' – beyond given paradigms • Able to access resources (money, people) to advance solutions • Able to reflect on and improve both content and delivery • Open to developing awareness of the structural factors (socioeconomic context) impacting our communities •

Start Date: Position opened until filled.

Compensation: Competitive, commensurate with experience. Full benefits.

How to Apply: Email resume and cover letter with recent salaries and four professional references to jobs@youthuprising.org. Include "PA – [Your Name]" in the subject line.

Youth Uprising is an Equal Opportunity Employer. Youth Uprising strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply.