Job Description
Duwamish Valley Youth Corps Coordinator (30h/week)

Main Point Person: Carmen Martinez, Duwamish Valley Youth Corps Manager

Position Location:
This position is an in-person schedule. We ask applicants to live or work in the Greater Seattle area by date of hire. Our office is located at 7400 3rd Ave 98108

Position type: 30 hours per week, non exempt
Salary: $26/ hour
Benefits: 11 paid holidays, flexible, family-friendly schedule, medical and dental insurance
Start date: September 2022. This position is a collaboration between the Duwamish River Community Coalition (DRCC) and the South Park Area Redevelopment Committee (SPARC)

Who is DRCC?
Established in 2001, the Duwamish River Community Coalition (DRCC) provides resources, knowledge, and action to build a more just and equitable environmental future. DRCC elevates the voice of those impacted by Duwamish River pollution and other environmental injustices for a clean, healthy, equitable environment for people and wildlife. We promote place-keeping and prioritize community capacity and resilience.

What are DRCC Values?
Place based/Place-keeping, people power, community centered, transformation, justice/truth to power, adaptive, service/reciprocity and accountability.

What is our Working Culture Like?
DRCC is a small and mighty team that centers a dynamic, collaborative, and highly interdisciplinary environment. Beyond monitoring the cleanup of Seattle’s Duwamish River, our work is guided by the voice of our community which is negatively affected by the environmental, social and economic impacts of pollution and climate change. Our staff are holistic in their work and we value relationship building with the community and each other. Due to the nature of our intersectional work, we all take the time to familiarize ourselves with issues relevant to communities’ and our colleagues’ respective programmatic focuses. We maintain an
open-ended sense of curiosity, while most importantly, we center community experience and community voice in all the work we do.

The **Duwamish Valley Youth Corps** supports climate and environmental health improvement projects identified as priorities by residents and stakeholders in the Duwamish Valley neighborhoods. In addition to environmental improvements, such as increases in tree canopy, greater access to community gardens, and improvements in neighborhood walking trails, Duwamish Valley community have also identified improved youth programming, employment and engagement as a high priority need to promote overall community health. The Coordinator will support and train this new generation of community leaders.

The Duwamish Valley Youth Corps (DVYC) Program
- Train and engage youth in environmental and community health improvement projects
- Support the community's selected health priorities, including urban forestry and trail enhancement, green infrastructure, community gardens, trail improvements, and stormwater pollution control.
- Provide meaningful, paid training, work and green career pathways for local Duwamish Valley teens.

**Essential Responsibilities**

- Provide curriculum development for the youth corps according to each cohort - Environmental and Climate Justice focus.
- Create youth engagement and recruitment for the Program
- Train and supervise youth in community service projects related to selected environmental and health improvements (tree planting, trail enhancement, restoration, community participatory practices)
- Provide effective management and oversight of the Youth Corps Program
- Monitor Youth Corps Program progress and milestones
- Develop, communicate and report on project goals and objectives
- Engage and collaborate with Case Managers, Advocates, and other Coordinators across the organization to identify eligible young people and coordinate the young peoples’ support services.
- Support young people utilizing strengths-based and harm reduction approaches.
- Complete and submit all documentation and grant reporting in a timely manner in coordination with the Duwamish Valley Youth Corps Manager
- Develop and document service plans on participants and follow DRCC guidelines to organize and maintain participant’s files, case notes, attainment documentation, and outcome reporting.
- Participate in training, track support services in the database, and collect all required documentation.
- Represent program to businesses and public presentation
- Co-Organize field trips and transport young people to youth engagement opportunities
- Keep a good track record of training, presentations, calendars.

*This job description is not intended to cover every aspect of Coordinator’s role at DVYC. We are a team that works together to meet the needs of our community and every member of the team is expected to pitch in and help even beyond the specific responsibilities listed in this description.

**Minimum Requirements**

- Experience with communities of color and grassroots organizations. Passion for working in the nonprofit sector and youth development
- 2 or more years of experience in an employment or educational setting.
- 1 or more years of experience successfully working with vulnerable young people of color.
- Experience and credentials must comply with program contract requirements
- Experience with Google suite?Canva and other office operating system

**Background Check** A criminal history background check may be conducted on the final candidate prior to beginning employment. Those who supervise other staff, those who work with minors and/or other vulnerable populations either inside or outside of the organization, and those who have access to the organization’s funds will be asked to complete a background check. A criminal background will not automatically eliminate you from consideration.

**Preferred requirements:**

- Bi-lingual in English and Spanish highly preferred.
- Bachelor’s Degree in Social Work or experience may be substituted for education on a year for year basis.
- Course work, experience, or training in education, child or human development, chemical dependency, group dynamics, residential treatment, or related experience are highly preferred.
- Community members of the Duwamish Valley area
- Previous experience working for or with an organization that focused on environmental justice issues
- Desire to improve the lives and conditions of individuals, families and communities of the Duwamish Valley
- Ability to work in a dynamic and, sometimes, stressful environment
- Desire to continually grow and learn from others professionally and personally.

**Physical Job Requirements** Work requires being able to sit for prolonged periods of time due to computer work. Some outdoor and community events that would require lifting and moving items less than 30lbs, lifting, driving, carrying things, standing for a long period of time,
community cleanup events, kayaking and public speaking, interacting with people to support with coordination and planning.

**Reasonable Accommodations** The American with Disability Act of 1990 (ADA) makes it unlawful to discriminate against a qualified individual with a disability in all parts of the employment process. You may request reasonable accommodations at any time. The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

**Background Check** A criminal history background check may be conducted on the final candidate prior to beginning employment. Those who supervise other staff, those who work with minors and/or other vulnerable populations either inside or outside of the organization, and those who have access to the organization's funds will be asked to complete a background check. A criminal background will not automatically eliminate you from consideration.

**Equal Opportunity Employer**
DRCC is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request. To request assistance or accommodation, please contact Adrienne, adrienne@drcc.org

**How to Apply:**

For full consideration, interested candidates should send a cover letter, resume, and at least two references to Executive Director, Paulina López: paulina@drcc.org. Please make the subject line of the email your last name followed by “Duwamish Valley Youth Corps Coordinator”

Learn more about our organization at www.drcc.org