On The Move partners with communities and mobilizes emerging leaders to take action in pursuit of social equity.

**Job Title:** Education Advocate  
**Position:** Peer Mentor  
**Initiative/Division:** Voices Sonoma  
**Location:** 714 Mendocino Ave, Santa Rosa, CA 95401  
**Level/Salary Range:** $20 per hour  
**HR Contact:** otmhr@onthemovebayarea.org  

**Position Family:** Program  
**Career Level:** Service Provider  
**WC Code/EEO:** 8810/ 5. Administrative Support Worker  
**Travel Required:** Yes  
**Position Type:** Part-time/ Non-Exempt  
**Date Posted:** April 17, 2023

**About On The Move**
On The Move has created and implemented innovative programming that challenges communities and local leaders to push beyond mediocrity and into excellence. Supported by a track record of results-oriented programming and in partnership with the hundreds of established community partners, On The Move works to unite communities and focus on the safety and inclusion of all people. If this inspires you – join the team!

**Benefits:**
**PTO:** Year 1 = 5 hours, Year 2-3 = 6.67 hours, and Year 3+ = 10 hours per pay period. Please refer to page 4-1 of the OTM Personnel Policies PTO Schedule.

16 **Paid Holidays:** Please refer to the OTM 2022-23 Calendar for a schedule of holidays.

**Business Expenses:** Pre-approved, work-related travel, and $60 monthly cell phone reimbursements.

**Health Benefits:** Full-time employees are eligible to receive health insurance through Kaiser and pre-tax Flexible Spending Account (HSA/Childcare).

**Retirement:** Employee contributions to a 403b plan are optional. Agency match up to $1,000 after 1st year of employment.

**Applications Accepted By:**
**FAX OR EMAIL:**
707/251-9509 or otmhr@onthemovebayarea.org  
Subject Line: Open Position

**MAIL:**
On The Move  
Attn: Human Resources  
780 Lincoln Avenue, Napa CA 94558-5110

**Job Description**

**ROLE AND RESPONSIBILITIES**
VOICES Education Advocate supports the program via participation in program outreach, coordination of the drop-in center, workshops and events, administrative support and overall program development and implementation. This position is a Part time (25 hours a week) position that requires staff to be on site.

**Coaching, information and referral to youth ages 14-26**
- Work with a team to address youth’s education, employment, housing and wellness needs.
- Make referrals to internal and external programs in order for youth to reach their goals.
● Work closely with the education program team members to build and develop strong services for youth.
● Engage youth in one on one supportive services, workshops, and other activities.
● Record coaching, information and referral progress notes and contacts in Daily Logs.
● Maintain up to date records by regularly entering progress notes and contact records from Daily Logs into Air Table electronic database.
● Assist in outreach to youth to expand knowledge and understanding of VOICES

Front Desk
● Ensure new youth are thoroughly oriented to VOICES’ offerings, building, staff and membership in a timely and quality manner which focuses on the individual’s biggest need or immediate request. Assist youth in completing all necessary membership forms and surveys.
● Coordinate accurate records of program activities by recording all youth attendance and appointments on Drop-In sign-in sheets.
● Maintain up to date records by entering data from the previous day’s Drop-In and workshop sign in sheets into Air Table.

Events and Outreach
● Event workshop coordination, including preparation and collection of sign-in sheets.
● Plan and lead one event each month (workshop or barbecue)
● Support VOICES-wide events including monthly barbecues, anniversary events, and workshops.
● Going out into the community and participating in street outreach, as well as providing services to youth “on the go”
● Creating a connection to all youth, inviting them to events, workshops, etc.

General Duties
● Every day support and connection to VOICES staff
● Supporting all other staff and programs within On The Move when necessary
● Additional duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS
● Bilingual preferred
● Ability to adapt
● Critical thinking
● Willingness to learn
● Growth mindset
● Reliable

PREFERRED SKILLS

ADDITIONAL NOTES

Last Updated By: Teresita D Lua Date/Time: April 17, 2023

On The Move is an Equal Opportunity Employer and we utilize E-Verify confirm eligibility for employment.