POSITION: Legacy LA, Community Liaison
STATUS: Full-time (3 year position)
POSITION REPORTS TO: Student Success Program Senior Manager

ABOUT LEGACY LA: Founded in 2007, Legacy LA is a community based non-profit organization focused on youth development. Our mission is to make positive interventions in the lives of young people through mentorship, academic and emotional support as well as leadership development. We build youth’s capacity to reach their full potential and equip them with the tools to transform their lives and their community.

SUMMARY: The Live Your Legacy (LYL) Community Liaison will serve as support with identification, recruitment, and enrollment of youth ages 16-25 in the Live Your Legacy Program. This position will work closely with Career Readiness Coordinator and Live your Legacy Case Manager to support clients with assessing full time job employment, system navigation services, linkages to medical care, and internships. In addition, they will serve as a representative for Legacy LA in partner meetings and events.

DUTIES AND RESPONSIBILITIES:
● Serve as Community Liaison for community of Ramona Gardens and Boyle Heights and Legacy LA services
● Build and maintain relationships with community organizations, departments, vocational programs, and other resources to create career pathways
● Develop outreach material and support in recruitment and retention of Live your Legacy participants aged 16-25
● Support coordination of community activities and events
● Support with Legacy LA Young Men in Training Program
● Collaborate and support other departments and programs as needed
● Utilize Legacy LA membership application and established tools to engage and enroll students
● Assist youth with navigating systems including, but not limited to health systems, assessing mental health support, attending court hearings, completing probation requirements, community service, re-entry, etc.
● Work with Career Readiness Coordinator to design and implement programming, workshops, field trips and events to further expose clients to opportunities for personal and professional development.
● Implement and maintain any internal operating procedures related to effective and efficient program implementation (e.g., petty cash management, budgeting, expense reporting, etc.)
● Ensure alignment of program activities, objectives, outcomes, and methodology, including achieving contractual obligations outlined in grants and contracts.
● Support in Community Events/ Engagement activities/ Advocacy efforts as needed

DESIRED QUALIFICATIONS:
● Must have a positive youth development approach with a social/restorative justice lens
● Experienced and confident in supporting youth in crisis both emotional and academic
● Must be able to make minimum commitment of 2 years to position
● Commitment to building culture of perseverance and “dream big”
● Ability to work independently and take initiative to maintain deadlines
● Ability to work effectively with diverse clients with a broad spectrum of assets and needs
● Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
● Minimum High School Diploma
● Experience working with non profit organizations
● Organized: Set priorities, develop a work schedule, monitor progress towards goals, and track data/activities
● Excellent verbal and written communication skills
● Strong computer skills, Microsoft Office Suite; ability to create and maintain the resident database and to find resources on-line.
● Willingness to support in transporting youth in van as needed

SALARY RANGE: $20-22/hr plus full health benefits (range based on experience and qualifications)
Please send resume and letter of interest to:
Email: hr.recruit@legacyla.org If you have any questions you may contact Francisco@legacyla.org

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