



23564 Calabasas Road, Suite 201, Calabasas, CA 91302

Job Title: Project Coordinator: Curriculum (Part Time)

Youth on Root, a fiscally sponsored project of Social and Environmental Entrepreneurs (“SEE”), seeks a creative and collaborative individual to serve as our Project Coordinator for Curriculum. This is a part-time, remote, hourly position, and requires some travel throughout California for major events and annual team meetings. This is a fixed-term, one-year position with the possibility of renewal and increase to full-time employment based on funding availability and performance.

About Youth on Root:

Based in California, Youth on Root’s mission is to center low-income youth and youth of color as change agents in their communities by providing tools for learning from each other and opportunities to use their unique power to promote environmental justice. We envision a self-sustaining grassroots movement led by youth who have meaningful opportunities to enact their visions of environmental justice for their communities. Youth on Root believes that youth on the frontlines of environmental harms have the most lived experience and hold the highest impact solutions, therefore making them the ideal leaders of the Environmental Justice Movement. We believe that youth are not the leaders of tomorrow, but the leaders of today. To learn more, visit Youth on Root’s [website](#).

About the Opportunity:

With the support of the Program Director, the Project Coordinator will be mainly responsible for the coordination of the Curriculum Working Group, a coalition of grassroots environmental justice youth and adult organizers tasked with designing the Youth on Root Environmental Justice Curriculum & Toolkit. The Project Coordinator will also support other core programs including the Youth on Root Environmental Justice Youth Leadership Summit, school-based programming, strategic partnerships, and community outreach.

The Environmental Justice Curriculum & Toolkit:

Youth on Root is developing an environmental justice educational curriculum created by and for California youth from frontline environmental justice communities. Our curriculum and toolkit of educational resources will include lessons, videos, simulation activities, and projects on environmental justice topics such as art as activism, public comment, and policy engagement. By directly addressing the resource gaps for youth in environmental communities and providing access to youth-oriented and culturally responsive educational materials, we will work to amplify the voices of California youth as environmental justice activists through empowering and inclusive storylines, narrators, characters, and themes. The curriculum and toolkit will be available to all in print and through our online platform.

The Curriculum Working Group (CWG):

Youth on Root recognizes that this important work cannot be done alone. In the spirit of the [Jemez Principles of Democratic Organizing](#), Youth on Root will collaborate with experts from community-based organizations across California through a Curriculum Working Group composed of adult and youth leaders from each participating organization. We hope to both learn from their expertise and “extend their reach” beyond their immediate service areas. Each of these organizations represents communities that have championed environmental justice for decades. We hope to highlight their rich history through direct participation in the curriculum’s creation.

Candidate Profile:

Passion for Environmental Justice, Youth Development, & Diversity

The ideal candidate will:

- Uphold the [Jemez Principles for Democratic Organizing](#), the [Principles of Environmental Justice](#), the [Principles of the Youth Environmental Justice Movement](#), and the [Youth-to-Youth and Youth-to-Adult Principles of Collaboration](#) in all of Youth on Root's programmatic work
- Bring experience working with diverse youth in a professional capacity, such as organizing, civic engagement, environmental education, or similar fields
- Lead by example in centering and prioritizing diversity, equity, inclusion, and justice in all facets of the organization's work

Essential Duties and Responsibilities*:

- **Curriculum Working Group (CWG) Facilitation:**
 - Coordinate monthly CWG meetings including scheduling, building the agenda, timekeeping, Zoom management, capturing meeting notes, sending follow up, supporting the implementation of a leadership structure and member roles, and co-facilitating discussions with the Program Director
 - Communicate with CWG between monthly meetings including following up on tasks designated to members, sharing organized and digestible meeting notes, sharing Zoom recording with CWG members, and tracking progress on goals
- **Curriculum Development & Project Leadership:**
 - In collaboration with the Program Director, plan and execute a strategic timeline for releasing a curriculum pilot available in print and on our website, including development of at least two lessons/activities and two animated videos based on content created by the CWG
 - Work with a youth artist to create two animated videos for the curriculum in partnership with RogueMark Studios
 - Seek out potential online platforms, EdTech partnerships, and translators in order to make the curriculum more accessible and interactive
- **Coalition Building:**
 - Nurture pre-existing partnerships with CWG members and their organizations
 - Identify potential new CWG members and partner organizations aligned with Youth on Root's mission and vision
 - Work with partner organizations to ensure mutually beneficial collaboration and resource sharing
- **Youth & Community Outreach:**
 - Ensure CWG includes youth representatives from each participating organization
 - Elevate youth representatives, particularly members of Youth on Root's [Youth Advisory Board](#), to positions of leadership in all aspects of curriculum development
 - Regularly connect with existing and potential youth-led environmental justice organizations to co-create new, relevant curriculum

*Additional responsibilities may be assigned.

Preferred Experience:

- 1-3 years of experience teaching, lesson planning, outdoor/environmental education, experiential learning facilitation, or other relevant experience as an educator/facilitator
- 1-3 years of experience collaborating with multiple parties, organizations, youth, and/or leaders to create cohesive and collaborative content and/or programming
- Ability to manage multiple projects at once
- Excellent organizational skills and attention to detail
- Demonstrated consistency and reliability in a professional environment
- Excellent verbal and written communication skills, multilingual a plus
- Ability to build and sustain strong relationships with team members, volunteers, and youth leaders
- **Must have US Work Authorization to apply for this position**

We recognize that the job description may not exactly match your qualifications. If you think you may be a good fit for Youth on Root's mission, we encourage you to apply.

Compensation and Benefits:

This is a part-time (15-20 hours per week), remote position with a flexible schedule and an hourly range of \$20-\$30 depending on experience. Benefits include partial reimbursement for internet costs, a monthly health care stipend, and professional development opportunities.

Commitment to Diversity, Equity, Inclusion, and Justice:

Youth on Root strives to integrate values of equity and fairness into our work, which includes bringing an intentional racial justice analysis to our programmatic work and organizational structure. We are seeking candidates who have a commitment to engage in this ongoing process and will work with us to create a just and inclusive work environment and world. We provide all people with equal employment and volunteer opportunities while also staying committed to providing accommodations to applicants and employees with disabilities. People who are Black, Brown, Indigenous, and/or people of color, people who are LGBTQIA+, and people with lived experience in communities disproportionately impacted by racism and environmental injustice are strongly encouraged to apply.

To apply, please email the following listed below to hire@youthonroot.org with the subject "Project Coordinator: Curriculum - (Applicant Name)."

- A resume with the following identifying information redacted: name, academic institutions, grade point averages, and grades
 - **Be sure to redact identifying information from file titles*
- A cover letter describing what personal, professional, academic, or other experiences make you well suited for this position with the following identifying information redacted: name, academic institutions, grade point averages, and grades
 - **Be sure to redact identifying information from file titles*
 - *If your application materials are not redacted, we will be unable to review your application.*
- Optional: Fill out [this form](#) with demographic questions the information for which will not be viewable by the Hiring Committee

The priority deadline to apply for this position is April 5th, 2023. We will accept rolling applications until the position is filled.

Please note that a background check will be required upon acceptance of the position. If you have any further questions about this opportunity, please email hire@youthonroot.org.