



23564 Calabasas Road, Suite 201, Calabasas, CA 91302

## **Job Title: Project Coordinator: Convenings (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 Convenings. 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:**

The Project Coordinator will be mainly responsible for the planning and implementation of Youth on Root’s Annual Environmental Justice Youth Leadership Summit (“the Summit”), and also support all core programs including the Youth on Root Environmental Justice Curriculum, strategic partnerships, and community outreach.

**The Summit:** In the spirit of the People of Color Environmental Leadership Summits in 1991 and 2002, high school youth and youth environmental justice leaders from regions across California will attend the Summit as delegates for their communities. The Summit’s goals are to create an empowering space for college and high school-aged youth to collaborate and organize, gain exposure to higher education institutions and related opportunities, and connect with other frontline youth from across California.

### **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



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### **Essential Duties and Responsibilities\*:**

- **Event Planning:**
  - Organize a schedule and work plan that can be utilized and adapted each year in the planning and hosting of the Annual Summit
  - Book local venues, caterers, youth and adult keynote speakers, vendors, and entertainment for the Summit
- **Communications & Outreach:**
  - Create and execute a promotional campaign for the Summit on our social media, website, newsletter, and printed materials
  - Create and distribute registration forms and informational packets to attending youth groups, chaperones, and legal guardians
- **Team Coordination:**
  - Recruit and coordinated sponsors, volunteers, and community partners before and during the Summit
  - Collaborate with youth leaders to ensure that the Summit is designed by and for California youth from frontline environmental justice communities
- **Program Development:**
  - Implement a “mini grants” program to support travel and accommodations for those attending the Summit from outside the Bay Area
  - Program development and implementation of the First Annual Summit that includes guest speakers, panel discussions, group activities, distribution of resources, opportunities to collaborate, feedback sessions, and joyful celebration for attending youth

\*Additional responsibilities may be assigned.

### **Preferred Experience:**

- At least 1-3 years experience planning and/or coordinating conferences or other comparable large scale events
- Ability to manage multiple projects at once
- Excellent organizational skills
- Demonstrated leadership experience
- 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, guest speakers, sponsors, donors, and youth leaders

**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.**



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### **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](mailto:hire@youthonroot.org) with the subject “Project Coordinator: (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*
- 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 March 22nd, 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](mailto:hire@youthonroot.org).