



## Leadership and Advocacy Coordinator

### JOB DESCRIPTION

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**MISSEY, Inc. (Motivating, Inspiring, Supporting and Serving Sexually Exploited Youth)** is a community-based organization founded in 2007 to respond to the epidemic of trafficking and commercial sexual exploitation in Alameda County, CA. **Our mission is to provide services to commercially sexually exploited youth (CSEC) and to work for systemic change with the youth we serve.** Our service model is focused on healing through trauma-informed, survivor-centered, and youth-focused approaches. We recognize the crucial voices of survivors in facilitating healing in victims of trafficking and other forms of commercial sexual exploitation and the value of young people empowering other young people. Our work with youth is a partnership, helping them transition from victim to survivor to leader, encouraging their long-term stability and success in whatever path they choose. MISSEY believes that with the right opportunities and supports, youth can overcome the circumstances of their exploitation and thrive.

#### Position Summary

The goal of this aspect of our work is to increase youth survivor's participation in addressing issues related to Child Sexual Exploitation (CSE) and trafficking. MISSEY will develop a youth advisory board of change agents, Survivors Taking Action for a New Day (STAND), who will inform MISSEY leadership, their peers, adults, and systems-involved youth serving organizations in the community. This will occur through advocacy, education and youth-led research strategies.

The Leadership Advocacy Coordinator (LAC) works in partnership with STAND youth (ages 16 – 24) who are survivors of Commercial Sexual Exploitation of Children (CSEC) to organize, empower and mobilize communities to end CSEC and win real improvements for youth survivors of sexual exploitation. The LAC will train and support youth leaders to develop and deepen political consciousness, assess and understand issues impacting their health and well-being, build relationships and partnerships with youth and community supporters; and drive campaigns that mobilize supporters, create long-term systems and/or policy change and build power for future victories.

The LAC will implement this work under the Community Action Model (CAM) or other evidence-based model that develops youth advocates to address health equity issues through policy. The LAC will develop this project in partnership with public health leaders, community partners, and youth leaders to specifically address the health equity issue of Commercial Sexual Exploitation (CSE) as it relates to social, economic, and health inequities within Oakland. Building on previous policy efforts, the LAC will partner with youth leaders to lead work that supports and leverages citywide effort to build safe and healthy communities.

**The ideal candidate for this position would:**

- Be highly skilled in youth development with the ability to support the social and political development of young people
- Have the ability to organize and motivate youth and community members to co-create a community that supports youth harmed by sexual exploitation
- Be a continual learner deeply invested in women and girls of color
- Have solid experience working with African American youth who have experienced gender violence, trafficking and other forms of sexual exploitation and abuse
- Have experience building relationships with community partners and coordinating services that engage youth and support them to thrive
- Have a practiced and nuanced grasp of youth development, de-escalation, restorative practices, interpersonal relationship and resiliency building.
- Ability to be forward thinking; continually improve and enhance supportive services; have knowledge of and implement tools that improve outcomes for vulnerable and harmed youth

The Program Coordinator will identify, recruit, and retain youth and young adult campaign leaders; supervise youth leaders; implement and manage youth campaign meetings; support assessments, support base building, and campaign actions determined by the youth leaders. The PC is responsible for managing all of the logistics and functional tasks necessary for meeting the goals and objectives of the assigned campaigns, and for ensuring that the young people are experiencing high quality and culturally relevant leadership opportunities. The Program Coordinator will work to support overall SF campaigns, initiatives and staff, prepare appropriate materials, collaborate with community partners, and develop and lead training for youth leaders and other campaign partners.

#### **Duties and Responsibilities:**

##### Recruitment, Outreach and Relationship Building

- Conduct outreach to recruit and attract dynamic and diverse team of youth leaders
- Produce appealing and relevant materials, and outreach materials
- Build and sustain high-quality relationships with youth leaders and adult partners and stakeholders
- Maintain consistent contact with youth leaders
- Develop consistent, ongoing one on one's with youth leaders to support their development
- Utilize positive youth development and youth organizing principles to guide the work
- Represent YLI to networks and community in professional way

##### Program Leadership and Supervision Functions

- Develop curricula and plan to deliver developmentally appropriate and engaging workshops and trainings that build leadership and organizing skills, deepen issue and community knowledge, and strengthen connections among members.
- Support youth to develop their leadership and job skills and contribute to creating an empowering culture in the MISSSEY STAR Drop-in Center.
- Supervise and mentor youth leaders to develop and implement youth-led campaigns that offer multiple youth leadership development opportunities
- Plan and arrange meetings and events, including: preparing sites, agendas, and materials
- Conduct follow-up activities after meetings and events including: preparation and distribution of minutes and other records, carrying out tasks assigned at the meeting

##### Management and oversight of Campaign Development and Implementation

- Manage coordination of media and press coverage for campaigns as necessary
- Employ social media tools as a method to organize youth base
- Develop capacity of youth and adults to facilitate youth-led community level data gathering and analysis in support of campaign actions
- Manage coordination of key campaign events, like rallies, assemblies, press conferences or legislative hearings as needed.
- Secure support of campaigns by key stakeholders including law enforcement, school administrators, teachers, parents, community members, policy leaders and other youth groups
- Maintain and regularly update a database of allies, constituents, and opponents for use during mobilization and regular communication with campaign supporters.

#### Reporting & Record Keeping

- Keep accurate, current records of participant demographics
- Maintain weekly summaries and monthly report records
- Document the timely completion of contractual goals and objectives, including internal and external reports
- Maintain supervision logs and track youth and staff progress towards goals
- Produce monthly reports and all reporting functions as mandated by funder

#### **Qualifications:**

- Minimum 2 years experience working with strength-based and youth-centered models, restorative and trauma informed care practices.
- Bachelor's Degree in social sciences such as: psychology, criminal justice, social work and/or policy or public health or three to six years relevant experience in field of youth development and advocacy
- Experience supervising youth and interns leading campaigns
- Experience facilitating, organizing, and training with youth and adults
- Demonstrated capacity to work with youth and adults from communities of color and low income communities
- Experience with social media and media relations
- Demonstrated commitment to social justice through previous work experience
- Significant experience in project management
- Strong written and verbal communications skills
- Excellent follow-through skills; detail-oriented, organized, professional
- Experience with community-based research or assessment models
- Able to work some evenings and weekends
- Experience working with African American women and girls (cis and trans) and non-binary people.
- Passion for supporting young people, promoting healing centered, trauma informed youth development practices and working towards social change.

#### **Physical Demands:**

- Occasional lifting of up to 50 lbs
- Requires computer use each day, including typing for many hours per day
- Requires ability to use a keyboard, monitor, cell phone, and calculator
- Requires the ability to communicate verbally, both in person and on the telephone
- Must be able to stand for at least 20 minutes at a time

**Work Environment:**

- Occasional outdoor activities
- Shared office space; main offices are on the second floor with no elevator access
- Ability to drive a motor vehicle
- Requires transport of clients and, at times, their children, using own vehicle
- Work in the community, including law enforcement facilities and county and state offices

**Required Licenses and Certificates:**

- Current driver's license, reliable vehicle, proof of liability insurance coverage, and a clean driving record required
- A criminal background check including fingerprint clearance
- TB clearance

**Position title:** Leadership and Advocacy Coordinator

**Classification:** Full time, hourly, non-exempt, some weekends and evenings

**Compensation:** \$46,100 - \$55,600 per year

**Benefits:** Premium Medical/Dental. Coverage of work-related travel, mileage, 15 Holidays off , 3 weeks starting vacation, and 12 accrued sick days

For more information about MISSEY and to see the full job description, please visit our website [www.MISSEY.org](http://www.MISSEY.org)

**To apply, please send your resume and cover letter, detailing your experience and interest in MISSEY, by email to [jobs@misssey.org](mailto:jobs@misssey.org), attention Human Resources. Enter the job title in the subject line. APPLICATIONS WITHOUT BOTH RESUME AND COVER LETTER WILL NOT BE CONSIDERED.**

Due to the volume of candidates, we will be unable to contact each candidate individually. If you are being considered for the position, you will be contacted. We are unable to accept phone calls or walk-ins. MISSEY is an equal opportunity employer.

*NON-DISCRIMINATION POLICY: MISSEY DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY, OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR RELIGION. SURVIVORS AND WOMEN OF COLOR (TRANS INCLUSIVE) ARE ENCOURAGED TO APPLY*