



POSITION TITLE: Youth Council Specialist
REPORTS TO: Chief Program Officer, Youth Council Coordinator
FLSA STANDARD: Part-time temporary, nonexempt
20 hours/week @ \$15/hour
April 2023 - April 2024

TRI-COUNTY CRADLE TO CAREER COLLABORATIVE

TCCC's vision is that all children are embraced by our community as our own and supported to reach their full potential in school and in life, cradle to career. Our mission is to build collective power to transform education by changing systems to allow Black and brown children to achieve their goals. We have brought together a cradle to career network to address the persistent and systemic educational inequities in Berkeley, Charleston, and Dorchester counties. With the support of back-bone Team staff, we work to close the educational equity gaps at every stage along the cradle to career educational journey. Using the StriveTogether collective impact framework, we are aligning around a common vision, using data to hold each other accountable, taking collective action, and advocating for equitable, systemic change.

TCCC is dedicated to becoming an anti-racist organization. We have committed to examining how racism lives in each of us as individuals and in the fabric of our organization and its policies, culture, and traditions. We hold ourselves accountable to equitable and excellent outcomes in the tri-county region in which we work by providing consistent, transparent, and candid reviews to our staff, Board, and partners on our strategies and commitments. We are also committed to educating ourselves and taking action over time to grow an anti-racist organization. We come to this task with deep humility, knowing that we have much to learn.

We seek to create significant and deep impact in each of the 6 Cradle to Career milestone areas:

- Students will enter kindergarten ready to learn.
- Students will master critical math and literacy concepts in 3rd grade.
- Students will master critical math and literacy concepts in 8th grade.
- Students will graduate high school ready to succeed in college or the modern-day workforce.
- Students will enroll in a college or career program or obtain employment in the modern-day workforce.

- Students who enroll in college or a career program will graduate ready to enter the modern-day workforce.

Our backbone Team serves as a catalyst to unify and convene. We work in the space between systems to connect multiple entities into a seamless network of student support. We are process experts trained in results-based accountability, continuous improvement, complex systems change, equity, research, business operations, project management, communications, data strategy, human centered design, and group process facilitation.

Our backbone Team supports our partners and action networks focused on eliminating the disparities at each milestone. They report progress towards these milestone goals as well as support networks in identifying what intervention strategies are working to close the equity gaps. They encourage collective learning and continuous improvement. The Team is the “connective tissue” that holds the partnerships together and enables the educational equity eco-system to function more effectively and efficiently.

POSITION SUMMARY

Under the supervision of the Chief Development Officer and the Youth Council Coordinator, the Youth Council Specialist (YCS) will be responsible for supporting the goals and objectives outlined by the Youth Council Coordinator for the implementation of the Youth Advisory Strategic Planning Council (YASPC), which is a platform for a youth council within the Community Leaders Council (CLC) of Tri-County Cradle to Career Collaborative (TCCC).

The YASPC is a new addition to the CLC serving as an intergenerational partnership to support TCCC’s mission, as well as setting a goal of creating communities where **youth** are at the table regarding **decisions affecting youth**, and they are **included** throughout the **planning, implementation, and evaluation** phases of those decisions.

TCCC’s Youth Advisory Strategic Plan will be directly informed by and centered on the goals and desired outcomes of youth who are currently and formerly system-involved or impacted. The Youth Advisory Strategic Planning Council will consist of approximately 6-9 youth from the Berkeley, Charleston, and Dorchester region. The work/outcomes will be driven by a strong youth-adult partnership. The Youth Council Specialist (YCS) will assist in the search and selection of youth council members, build general awareness of the YASPC, and work collaboratively with our partner organizations—BRIDGES and the Intergenerational CORE Team, to create the Youth Advisory Strategic Plan. TCCC strives for a workplace that is diverse and inclusive. We encourage qualified individuals of all backgrounds to apply, including people of color, immigrants, women, LGBTQ, people with disabilities, and veterans.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist Youth Council Coordinator (YCC) with scheduling and conducting YASPC weekly meetings in the afternoons/evenings to ensure the success of the Youth Advisory Strategic Planning Council.
2. Support the Youth Advisory Strategic Planning Council, as they determine the framework (Campaign), overall direction, strategy, and activities to achieve the Council's agreed upon goals.
3. Communicate regularly with YCC, youth participants, including parents/guardians as necessary, to maintain positive group dynamics and high levels of participation.
4. Strive to maintain an atmosphere among staff and youth participants that are consistent with BRIDGES and TCCC core values and report any behavior issues of staff or students to the Chief Development Officer in a timely manner.
5. Work collaboratively with the council teammates to achieve goals and stated outcomes.
6. Participate in YASPC activities, events, and fundraising efforts.
7. Perform other reasonably related duties as assigned by the Chief Development Officer and the Youth Council Coordinator.

GENERAL REQUIREMENTS

1. This position requires some mandatory travel and work on weekends and evenings.
2. Must have personal transportation to visit schools, community partners, etc.
3. Under the direction of the Youth Council Coordinator, represent TCCC at Youth sponsored events, conferences, meetings, public forums, etc. that may require speaking to the groups on behalf of TCCC. Perform other reasonable, related duties as assigned by the Chief Development Officer and the Youth Council Coordinator.

EDUCATION/EXPERIENCE REQUIREMENTS & MINIMUM QUALIFICATIONS

1. Enrolled in an accredited college or university as defined on the Department of Education website with a focus in social work, psychology, education, or related field.
2. Must have advanced verbal and written communication skills.
3. Familiar with youth development programs.
4. Must possess a genuine interest, knowledge, and passion for working with diverse youth and adults.
5. Commitment to youth-led social change and conviction that as leaders youth can contribute meaningfully to their community.
6. Detail-oriented with the ability to multi-task while maintaining high-quality accountability measurements and documentation of all program activities.
7. Ability to collaborate with colleagues to ensure the validity and reliability of evaluation across multiple forms.
8. Life-long learner who seeks to expand their base of knowledge.
9. Strength in maintaining positive working relationships with TCCC CLC members, parents, staff, community partners, and other stakeholders.
10. Ability to be flexible and to problem solve in a high stress situation.
11. Must be computer literate with knowledge and experience using MS Office and Google products.

12. Must possess a valid driver's license and show proof of liability insurance coverage as required by the laws of the State South Carolina and as outlined in the TCCC Employee Handbook.

PHYSICAL DEMANDS

1. Employee will routinely participate in high energy activities that require fast paced walking, stooping, etc.
2. Requires ordinary ambulatory skills sufficient to visit rural community partners, schools, etc.
3. While performing the duties of this job, the employee is frequently required to sit, talk, hear and see.
4. The employee is required to use hands and fingers and reach with hands and arms.
5. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the positions.

EOE - M/F - V/H

Applicant Signature

Date