

BECOME A YOUTH ENGAGEMENT COORDINATOR

The Texas Council for Developmental Disabilities is seeking a part-time coordinator to support our Youth Ambassadors by motivating and assisting them with important issues like health care and alternatives to guardianship. You will connect with enthusiastic young adults, gather their ideas, and collaborate with community partners to make a real difference.



SUPPORT

Mentor and guide youth ambassadors to help them achieve their personal and professional goals.



COLLABORATE

Work with TCDD and amazing community partners to develop learning opportunities and broaden organizational goals.



ORGANIZE

Monitor youth participation and materials; schedule meetings and community events.

WHO SHOULD APPLY

People who are: organized and have strong communication skills, proficient in Microsoft Office and adaptable to new technologies; enthusiastic and committed to fostering a positive and inclusive environment for youth. See a full job description on the back page.

HOW TO APPLY

If you or someone you know is interested in serving as Youth Engagement Coordinator, apply online at bit.ly/TCDDYouthCoordinator by Sept. 8, 2024.

For more information, please contact Lauren Gerken at lauren.gerken@tcdd.texas.gov or 512-534-7040.

This project is supported through funding provided by Wellpoint.

TIME & PAY

- 15 hours per week for 6 months
- \$25 per hour
- Work remotely with a flexible schedule



Job Title: Youth Engagement Coordinator

Location: Flexible work location; can work virtually from home. Must own a computer, have an internet connection, and have the ability to access Zoom and TEAMS platforms. In-person meetings may be required with youth or partners who live in the same location.

Organization: Texas Council for Developmental Disabilities

Part-Time: This is a part-time position requiring approximately 15 hours per week for six months of the project (September 2024 to March 2025). Work hours can be flexible with some evening and weekend work required for meetings or other events.

Salary: \$25/hour

Job Summary: The Youth Engagement Coordinator will help young adults with disabilities prepare and adjust to adult life by offering advice, sharing resources, and providing support as they prepare for the future. In this role, you will support our Youth Ambassadors program by motivating and assisting young leaders with important issues like health care and alternatives to guardianship. You will connect with enthusiastic young adults, gather their ideas, and collaborate with community partners to make a real difference.

Key Responsibilities:

- Oversee the Youth Ambassadors program, including scheduling meetings, coordinating events, gathering input, and ensuring program activities run smoothly.
- Plan and organize monthly meetings and training activities for Youth Ambassadors, including logistics, meeting summaries, and follow-up.
- Provide guidance and mentorship to Youth Ambassadors, offering support and advice to help them achieve their personal and professional goals.
- Serve as the primary point of contact for Youth Ambassadors, maintaining regular communication with project leads and addressing any concerns or issues that arise.
- Gather feedback from Youth Ambassadors to evaluate success and identify areas for improvement.
- Work closely with other staff members, volunteers, and community partners to integrate Youth Ambassadors' activities with broader organizational goals.

Qualifications:

- Excellent organizational and time-management skills.
- Strong communication and interpersonal abilities.
- Ability to be enthusiastic, patient, adaptable, and committed to fostering a positive and inclusive environment for youth development.
- Proficiency in Microsoft Office Suite and ability to adapt to new technologies as needed. Primary communication by text and email.
- Skilled at working independently, managing own schedule, and collaborating as part of a team.
- Previous experience working with youth or in a similar coordination role is highly desirable.

About TCDD: The Texas Council for Developmental Disabilities is committed to creating change so people with disabilities are fully included in their own communities and exercise control over their own lives. Learn more about TCDD at www.tcdd.texas.gov.