

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: Program Assistant – Community Engagement

DEPARTMENT: Community Health

REPORTS TO: Healthy Communities Division Manager Program Coordinator – Homeless Housing

PAY GRADE: 1; Part-Time; (20 Hrs./Wk.)

This position is grant funded through December 31, 2021 and will end at that time unless additional funding is obtained

JOB SUMMARY: Will play a key role in organizing, planning, and strategizing around youth and young adult engagement. This position is responsible for all aspects of youth engagement, including recruiting, coaching, and coordinating advocacy efforts to positively lift and strengthen the voices of young people in community efforts. Provides assistance to program coordinators in the implementation of community-based programs and serves as the liaison between the Department of Community Health (DCH) and youth participants.

SUPERVISORY RESPONSIBILITIES: Not applicable.

ESSENTIAL FUNCTIONS:

- Support data collection from a variety of sources including schools, homeless service providers, and city/county government agencies.
- Help communities use their data to develop, test, implement evidence-based programs.
- Support county-wide leadership council/advisory meetings.
- Work with DCH program coordinators to support annual goals and align work between community partners and youth.
- Plan and facilitate youth engagement meetings; to include focus groups, youth action board development, etc. to inform key strategies and priorities.
- Document meeting minutes and track next steps.
- Participate in statewide collaboration on youth voice.

EXAMPLES OF DUTIES:

- Supervise youth during activities, ensuring positive engagement and safety.
- Help youth identify systemic problems related to youth homelessness, to develop and propose solutions.
- Prepare, coach, and support youth to engage in public speaking events.
- Connect youth with resources in their community as appropriate.
- Collect and input accurate participant activities data.
- Submit timesheets and incentive requests for youth participants.
- Maintain incentive budget and complete necessary financial paperwork.
- Coordinate with the program coordinators to convene community meetings including sending invitations and tracking RSVP's, securing meeting room reservations, and preparing materials.
- Educate community partners on engaging youth voice.
- Collect data, stories of impact, and other materials to evaluate success and refine strategies.
- Conduct outreach and recruitment efforts to ensure youth participation goals are met.
- Educate the public and peers on how to get involved at conferences, community forums, and other events.

- Solicit community for speaking/outreach presentations.
- Organize regional awareness-rising and community-building events for participants.
- Facilitate and coordinate community outreach efforts (presentations, newsletter, volunteer recruitment, etc.).

EQUIPMENT TO BE USED: General office equipment, including computers, printers, fax machines, postal meter, copiers, laptop or computer workstation and related software, multi-line phone systems, voice mail, email, and cell phones.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: Working environment includes activities in multiple community venues. Physical abilities required for this position are ones typically related to office operations, sitting, standing, bending, reaching, and lifting up to twenty (20) pounds. Manual dexterity and visual acuity to operate computers, other office equipment, accessing of file cabinets both on and off site, and sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Familiarity with local issues related to youth and young adult homelessness, and/or knowledge of youth-serving systems and homelessness in general.
- Ability to work with diverse communities and commitment to supporting inclusion, both internally and across our efforts to serve all youth and young adults experiencing homelessness in Washington state.
- Ability to organize, set priorities, monitor progress towards goals, and track details.
- Experience with and/or commitment to having race equity, social justice, and LGBTQ/cultural competence be a workplace priority.
- Good punctuality and attendance and the ability to produce quality, on time deliverables.
- Basic computer skills and some familiarity with computer software such as Adobe and MS office, PowerPoint, Word, Outlook, and Excel.
- Ability to accept constructive feedback on work performance and to work effectively as part of a team.
- Ability to maintain a positive and professional demeanor at all times toward a variety of youth, community providers, etc.

EDUCATION AND EXPERIENCE: High school diploma or GED required OR become enrolled in a GED program within 30 days of hire date and complete the GED program within one year of hire date. An Associates Degree or equivalent is preferred. Young adult (ages 18-26), preferred but not required.

Must be a current or former foster youth (foster care/kinship care/group care/residential treatment) or have experienced homelessness.

LICENSES AND OTHER REQUIREMENTS: Must successfully pass a background check and a driving record check. Must maintain a valid driver's license, vehicle insurance coverage and access to a vehicle during working hours.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.