

## **Job Announcement**

- Position:** Bayview Community Advocate
- Salary:** \$16.35 to \$18.30 per hour (\$34,000 to \$38,000 per year) plus benefits
- Reports to:** Project Manager (Behavioral Health and Intensive Intervention Component)
- Status:** Full time, Non-Exempt

Are you passionate about social justice and improving the Bayview? Do you want to work in a supportive and caring environment? CYC (Community Youth Center of San Francisco) empowers young people to reach their highest potential through a variety of programs and services. The Bayview Youth Advocates (BYA) project is committed to train a group of multi-cultural youth leaders who live in the Bayview to prevent violence, promote racial harmony, make a positive impact in their community and San Francisco. Under the supervision of the Project Coordinator in assistance with the Community Advocate, a team of young multi-cultural peer leaders (ages 14 to 18) will participate in intensive leadership development training, develop service learning projects, produce educational materials in different languages, outreach to youth and parents through educational workshops, build working partnership with other community based organizations and city departments, and develop solution driven recommendations to create safer communities.

### **DUTIES AND RESPONSIBILITIES**

- Generate and collect resources for the residents of the Bayview community.
- Assist in recruitment, selection, assessment, placement and evaluation of youth participants in accordance with Program(s)/Agency goals as needed.
- Provide support to Project Coordinator and supervise youth leaders.
- Outreach to residents, community organizations, schools and merchants to promote agency programs, provide service referrals and build relationships.
- Be a positive mentor/role model to our youth.
- Support the development of youth leaders' skills.
- Attend community initiatives, collaborative and advocacy meetings related to violence prevention.
- Attend appropriate conferences and events along with peer leaders.
- Assist in program documentation and reports.
- Other duties as assigned by management

### **QUALIFICATIONS**

- Preferably hold a bachelor's degree in Social Work, Psychology, Sociology, Education, Political Science, and other related fields or equivalent experience.
- Two years working experience in youth development, community organizing, public policy, and/or advocacy work.

- Must exhibit leadership ability, have excellent written and verbal communication skills.
- Demonstrate ability to work with representatives of government agencies, community-based organizations and the business community.
- Knowledge about diverse cultures and ability to provide competency in working with youth and communities.
- Knowledge of and familiarity with social service resources available for youth in San Francisco.
- Knowledge of computer software, particularly MS Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as an active team member.
- Able to lift or move at least 25lbs
- Must know how to drive and have a valid driver's license with good driving record
- Ability to work some evenings and weekends
- Criminal Background/Live Scan and TB Clearance (completed upon hire)

### **Application Procedure**

*Please submit cover letter and resume to CYC via email [job@cycsf.org](mailto:job@cycsf.org)*