

Youth Organizer Job Description

San Fernando Valley Immigrant Youth Coalition

Pay Rate: \$15/hour for 10-15 hours a week, bi-weekly amount

Duration: 1-year/52 weeks February 2017- January 2018



The San Fernando Valley Immigrant Youth Coalition (SFV-IYC) is currently looking for a youth organizer to support the development and base building of the organization. SFV-IYC is grassroots organization based in the San Fernando Valley that organizes directly impacted migrant youth and communities in self-defense to systemic racism, misogyny and nativism. As a local chapter of the Immigrant Youth Coalition, we organize to build local deportation defense capacity and have a gender justice and racial justice lense.

Mission: The Immigrant Youth Coalition (IYC) is an undocumented and Queer/Trans youth-led organization based in California. We mobilize and train youth, families and incarcerated people to become their own advocates within the legal system and to organize for societal change to end to the criminalization of immigrants and people of color.

Tasks and Deliverables

Goals and Objectives are collectively generated by the youth organizer, SFV-IYC members and Immigrant Youth Coalition team.

The primary duties and deliverables include but are not limited to the following:

Youth Organizing Responsibilities

(Local Chapter Responsibilities)

- Develop relationships with teachers and faculty at local schools/community colleges
- Email supporters and partners to keep them informed on upcoming events
- Prepare and coordinate regular meetings with youth members
- Coordinate team of SFV-IYC members to support high school youth work
- Conduct regular outreach efforts in San Fernando Valley high schools
- Coordinate phone banking for SFV-IYC members regularly to ensure attendance and follow up tasks
- Phone bank youth members for upcoming meetings and events
- Co-lead Youth Empowerment Summit (YES) with other chapter organizers, for high school students in the area
- Organize at least one community event to raise awareness of undocumented issues

Job Responsibilities

(IYC Statewide Organizational Responsibilities)

- Track SFV-IYC budget and bottom line expenses in accordance with IYC and fiscal sponsor policies
- Attend monthly IYC program leads meetings and regular SFV-IYC meetings
- Update SFV-IYC folder with notes, sign in sheets and other any materials created
- Be in communication with SFV-IYC and IYC on tasks under the supervision of statewide coordinator

- Submit bi-weekly work plans and invoices to Staff for approval
- Bi-Weekly youth organizing meetings
- Monthly Check-in with statewide coordinator
- Participate in Monthly coordinating committee check-ins
- Attend leadership development trainings and support others in also attending
- Support in Grants by meeting deliverables, reporting finances.
- Participate in regional coalitions

Experience and Job Qualifications

- Understanding and/or commitment to advancing the mission of SFV-IYC and the statewide IYC
- At least 1 year of previous organizing experience or involvement with youth organizing initiatives
- Active participant in IYC or local chapter or understanding of how the local chapter functions
- Attended an IYC event
- Ability to work closely and effectively with other people and organization
- Have existing connection with schools in the San Fernando Valley or ability to make connections
- Demonstrated commitment to immigrant, gender and racial justice
- Ability to work professionally in a deadline-driven environment.
- Excellent organizational skills, communication skills, and detail oriented
- Bilingual preferred but not required
- Experience with outreach and desire to grow in grassroots organizing skills

To Apply: You must submit an application at the following link: <http://bit.ly/IYCyoApp> (Case Sensitive)
We currently have two positions open, please select what region you are applying for.

Please send any questions to info@theiyc.org Subject line: Youth Organizing Position

We encourage and prioritize Undocumented(not DREAMers), Trans, Gender Non-Conforming, Queer, Disabled, zero to Low-income, Womxn, survivors, previously incarcerated people under 30 to apply. Do not feel discouraged for lack of experience in part of these qualifications, the IYC works to create a positive learning environment where we encourage growth