



Lake County Build a Generation

*Organizing Lake County to build a healthier
community for youth and families.*

LAKE COUNTY GOVERNMENT JOB DESCRIPTION: LAKE COUNTY BUILD A GENERATION, A PROJECT OF THE LAKE COUNTY PUBLIC HEALTH AGENCY

JOB TITLE: YMP Coordinator; Lead on Behavioral Health/Tobacco Prevention and Youth Leadership
DEPARTMENT: Lake County Public Health Agency
CLASSIFICATION: Full-time, non-exempt, eligible for benefits.
SUPERVISOR TITLE: Director
SALARY: \$32,000 to \$40,000

FUNCTION OR PURPOSE OF THIS POSITION:

The **YMP Coordinator; Lead on Behavioral Health/Tobacco Prevention and Youth Leadership** will support Lake County Build a Generation's efforts to improve health outcomes for youth and families in Lake County. The **YMP Coordinator; Lead on Behavioral Health/Tobacco Prevention and Youth Leadership** will do so by working with youth on improving behavioral health outcomes in Lake County, particularly related to alcohol, marijuana and tobacco.

In 2018, this work will include hiring and supporting 2 youth interns and working with other staff to document best practices in working with youth (toward the development of an LC BAG Guide to Youth Engagement) and develop a plan for a youth coalition that can move forward a systems change initiative related to behavioral health. It will also include working with these youth on a research project to prioritize key tobacco prevention issues in Lake County and implement a Speak Now social marketing campaign. This position will also be responsible for ensuring all tobacco prevention deliverables are completed and will co-facilitate the YMP/HE Steering Committee.

ABOUT LAKE COUNTY BUILD A GENERATION:

Lake County Build a Generation (LCBAG) is building a healthier community for youth and families. We are a project of the Lake County Public Health Agency, an EOE employer. Our staff members are passionate about youth, families, seniors, and the success of our community. For more information, please visit www.lcbag.org.

ESSENTIAL FUNCTIONS: Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Hires and supervises 2 youth interns.
- With YMP Coordinator (Lead on CTC and Youth Leadership), works to develop an LCBAG Guide to Youth Engagement.
- With interns, implements the Speak Now social marketing campaign
- With interns and Assessment and Evaluation Contractor, conducts an assessment to identify key tobacco issues in Lake County.
- With interns and YMP Coordinator (Lead on CTC and Youth Leadership), develops a plan for a youth coalition that would work on a systems change initiative.
- Ensures all deliverables for Tobacco Prevention grant are completed.
- Provides support for YMP Steering Committee

Qualifications: A strong candidate must have:

- The ability to develop a mentoring relationship with youth
- Strong leadership skills
- Strong communication and conflict resolution skills
- Entrepreneurial skills
- The ability to identify, outline, and complete key steps on a new or innovative project in order to reach a stated goal
- The ability to follow a work plan or scope of work for a funder
- The ability to work collaboratively with a wide variety of LCBAG staff, community leaders, and community members
- Strong problem-solving skills that allow the candidate to use creative strategies to complete assigned tasks successfully
- The ability to work independently as appropriate
- Strong written and verbal communication skills
- Good computer skills, including, but not limited to, an ability to use or learn to use Microsoft Word, Excel, Google Docs, Google calendar, and email.
- The ability to use or learn to use standard office equipment, including a computer, copier, and telephone.

Candidates with the following skill sets are preferred, but we are also willing to train the right person in many of these skills:

- An understanding of youth culture
- Knowledge of the principles of Positive Youth Development
- Experience with behavioral health work
- Experience in community-based projects and/or initiatives
- Experience in developing community assessments
- Experience with implementing social marketing campaigns
- Experience with hiring and supervising employees, especially youth employees
- Familiarity with Collective Impact as a model

- Facilitation skills
- Bilingual and bicultural (in Spanish and with the immigrant Latino/a community)
- Familiarity with best practices in promoting community-level health and health equity

Travel: May require some travel for trainings. May require some occasional work at night and on the weekend. Must possess and maintain a valid Colorado Driver's License and the minimum statutory level of personal vehicle insurance.

Work Conditions: The majority of this person's duties are performed within an indoor environment. The incumbent may be exposed to some noise (electrical, mechanical or human) on an occasional basis, and other related hazards associated with an office environment.

Career Track: This position is grant funded and dependent upon ongoing grant funding.

To apply: To apply, please email a resume, cover letter, and three professional references (including at least one previous supervisor) to Katie Baldassar, Director at katie@lcbag.org. The position is open until filled, but to be in the first round of applicants, please submit your application package by Monday, November 5.