



Youth Education Specialist Job Description

ABOUT THE ORGANIZATION

The California Conference for Equality and Justice (CCEJ) is a human relations organization dedicated to eliminating bias, bigotry and racism through education, conflict resolution and advocacy.

Since 1963, CCEJ has worked to transform communities to end discrimination, oppression and injustice. Our programs raise awareness, heal conflicts and bridge differences. They operate at two distinct levels: at the interpersonal level, changing hearts and minds with youth, adults and community leaders; and at the systemic level through policy shifts and engaging community to advocate for structural change. CCEJ works in many contexts where differences and conflict exist and can be resolved—in schools, businesses and neighborhoods. Embracing differences and striving for understanding and inclusivity, CCEJ seeks to build a unified, peaceful and safe Southern California, with justice for all.

OUR APPROACH

Central to CCEJ's work is an anti-oppression and liberatory framework that guides our approach. Within this are the following guiding principles:

- **No one is disposable:** Everyone is important and we need everyone in this work.
- **Forgiveness and redemption are critical parts of justice.**
- **The United States was built on oppression:** Changing how it fundamentally works is the only way to truly end oppression for all.
- **No one is free until all of us are free:** Oppression and justice for all of us are interconnected.
- **Justice can only be achieved together:** Working for justice demands that we build solidarity and work to be allies.
- **Another world is possible:** Oppression can and will end through our collective work.
- **Healing work is justice work:** In order for us to work for the long run, we must center self-care, healing and building resilience in our process.

CCEJ integrates a "*Head, Heart and Hand*" approach in all of our work. We believe that opportunities for learning and growth exist at every point of conflict, interaction and sharing. Dialogue is central to our process. It is difficult and uncomfortable, and requires vulnerability, courage and openness to unpack the issues we explore.



We integrate anti-oppression education (common language, definitions, terminology, concepts) with experiential activities and dialogue (personal story-telling, circle practice, courageous conversations). We approach our partnerships with the recognition that all of us hold powerful knowledge and experiences that can be activated in the service of challenging oppression.

Our pedagogical approach centers around the use and uplifting of personal stories and experiences for the purposes of learning. Throughout our trainings and programs, CCEJ staff are intentional about utilizing trauma informed and restorative practices in our approach. We look to leverage strong relationships in training spaces to encourage risk-taking, honesty, and curiosity.

ABOUT THE DEPARTMENT

Building Bridges for Youth works to develop young people's (ages 12 - 25) knowledge of inequities in their families, schools and communities, so they can begin practicing, by themselves and with others, ways to challenge and transform those inequities.

Building Bridges for Youth offers structured opportunities for young people to engage in dialogue across differences so they can build the authentic bonds necessary to create real alliances for justice in Southern California's communities. Fueled by community volunteers, our programs connect youth to a wide range of well-trained adults passionate about helping youth become empowered advocates for justice. With over 30 years of experience, Building Bridges for Youth has served over 14,000 young people across Southern California.

POSITION OVERVIEW

The Youth Education Specialist is part of a cross-departmental team made up of staff from Building Bridges for Youth (BBfY) and Restorative Practices in Communities (RPIC) providing youth involved in and/or targeted by the juvenile justice system with diversion opportunities that nurture social-emotional resiliency, activate informed decision-making, and provide political education for understanding structural forces impacting their lives. As part of this effort, the Youth Education Specialist will develop and expand a new program at CCEJ - *REAL Resiliency* - consisting of workshops designed to nurture in youth participants aged 12 - 18, self-awareness, resiliency skills, and community relationships that can help prevent future conflicts and violent behavior. Program is delivered through volunteer facilitators, recruited, trained, and supervised by the Youth Education Specialist.



Additionally, the Youth Education Specialist co-leads the *Building Bridges Youth Council* with other staff. The *Building Bridges Youth Council* is a leadership development program open to all Southern California high school students. This program offers exploration of issues of inequity and justice present in youth's communities through field trips, speakers, and hands-on workshops. Past topics have included homophobia, reproductive justice, environmental racism, criminalization of young people of color, relations with police, art for social justice, navigating relationships, code-switching, and discrimination against immigrants. The Council meets every month between October - May.

The ideal candidate has a working knowledge of restorative justice, the juvenile justice system, youth learning theory, youth development, social justice education, issues related to the school-to-prison pipeline, and the ways school push out impacts various groups of marginalized young people such as youth of color, LGBTQI+ youth, youth with disabilities, and immigrant youth.

The Youth Education Specialist will also support the implementation of CCEJ's other youth programs, including overnight retreats, volunteer trainings, and customized fee-for-service trainings. This is a full-time exempt position that will include frequent work on evenings and weekends.

RESPONSIBILITIES INCLUDE:

- Design, deliver, and evaluate *REAL Resiliency* and *Building Bridges Youth Council* programs;
- Lead prospecting, marketing, and partnership exploration of *REAL Resiliency* to local agencies, schools, and private and public entities, and other potential fee-for-service partners;
- Design recruitment materials and brochures for multiple audiences, including youth, caregivers, community members, governmental and law enforcement partners, educators, and administrators;
- Ensure linkage of youth to other Building Bridges for Youth and CCEJ programs during and after participation in *REAL Resiliency*;
- Design, pilot, deliver, and evaluate new curricula and tools for *REAL Resiliency* and *Building Bridges Youth Council* programs to meet needs of students, families, and referring partners;
- Coordinate with Case Management team to ensure timely completion of *REAL Resiliency* by youth participants;



- Maintain a strong relationship with referring partner individuals and agencies;
- Make all logistical arrangements for assigned programs including scheduling, assignment of volunteer facilitators, and material preparations; send meeting reminder notices at least two weeks in advance of all events and call to remind invited attendees the day before;
- Recruit, train, and provide continuing development for sustainable cadre of between 15 - 25 volunteers;
- Co-manage Building Bridges internship program with other staff;
- Work with 1-2 interns per school semester;
- Prepare all necessary supplies, materials and refreshments for programs, including trainings, meetings, and events;
- Develop assessment and measurement instruments for evaluating current/future programming where appropriate;
- Utilize CCEJ's reporting software & documents including circle trackers and spreadsheets to support the reporting of information to funding providers;
- Maintain up-to-date awareness of emerging local, regional, nationwide, and international practices and research in relevant topics, such as youth development, restorative justice, juvenile justice reform, intergenerational conflicts, and community violence transformation;
- Support other Building Bridges for Youth programs as needed;
- Encourage, promote and facilitate community, conversations/dialogues and educational forums, as needed;
- Monitor program budgets and expenses with an effort to economize on expenses.

QUALIFICATIONS

The successful candidate will demonstrate the following:

Required

- At least three years of experience in designing, implementing, and evaluating social-emotional learning and political education content for youth ages 12- 18;
- Extensive experience in designing, implementing, and evaluating training, facilitation, and dialogue for varied groups, including youth, law enforcement, educators, and community members;
- At least four years of experience working in social justice field with intersectional lens of power and liberation;



- Demonstrated experience working with marginalized young people targeted by the school-to-prison pipeline, such as youth of color, LGBTQI+ youth, youth with disabilities, and immigrant youth;
- At least two years of experience in program expansion;
- Experience in building fee-for-service partnerships with school districts, youth groups, group homes, and other youth service providers;
- Experience working with and supervising volunteers;
- Strong commitment to CCEJ's mission and work;
- Knowledge of computer software programs (Microsoft Office Suite, Adobe Acrobat);
- Strong ability to be self-motivated in executing work responsibilities;
- Highly organized, proactive and detail-oriented, with the ability to effectively and efficiently manage deadlines and multiple tasks;
- Ability and willingness to regularly work weekends and evenings;

Preferred

- Experience with Restorative Justice practices;
- Experience with trauma-informed practices;
- Bilingual Spanish/English strongly preferred.

SALARY & BENEFITS-

Salary range is \$48,000 - \$55,000. This position is full time, non-exempt.

Compensation is based on experience. Benefits include medical, dental, vision, Life/ADD/LTD insurance, 403b retirement matching and generous vacation, sick and wellness accrual, as well as funded professional development.

Please submit a cover letter and resume with subject line *"Youth Education Specialist"* to Daniel Solis, Associate Executive Director, at dsolis@cacej.org by **Monday, June 10, 2019, 5pm.** Late applications will not be accepted.