



Position Title: Juvenile Justice Council (JJC) Manager
Location: Mikva Challenge Illinois Chapter - Chicago, IL
Reports to: Citywide Youth Council (CYC) Senior Program Director

Mikva Challenge is a national nonpartisan, nonprofit organization whose mission is to develop youth to be informed, empowered, and active citizens and community leaders who will promote and just and equitable society. Mikva Challenge has chapters in California, Washington, DC and Chicago. We engage youth in action civics, an authentic and transformative learning process built on youth voice and expertise. We are a dynamic youth empowerment agency that provides adolescents with unique civic learning opportunities and “hands-on” experiences in political campaigns, public policy advocacy, government internships, and youth activism programs. Our approaches include direct youth work, teacher support, and liaising with civic leaders and institutions. A strong belief in the potential of youth and a commitment to youth power and voice are key. Enthusiasm, energy, flexibility, and the ability to work independently as well as on a team are also important qualities for the right candidate.

Mikva Challenge is seeking a candidate who has passion for our youth civic leadership work to join our team as the JJC Manager. The JJC Council works with the Cook County Board President and her staff. The ideal candidate will have experience as a youth worker, as well as governmental or advocacy experience. They should be highly organized and motivated to empower young adults. Solid knowledge of Chicago schools or government, and youth is a major asset. Excellent research skills, and oral and written communication skills are required, along with high energy and a willingness to be flexible and creative. Ability to engage with diverse stakeholders with a range of perspectives, as well as manage and cultivate stakeholders, is a must. *This is a level 2 position in Mikva’s org chart, with a salary band of \$42k-\$54k. Salary amount will be based on work experience.*

Specific Responsibilities Include:

- Becoming an “expert in the field” and attending meetings and other gatherings that pertain to juvenile justice reform, aftercare and diversion, mass incarceration of juveniles, school-to-prison pipeline, violence prevention amongst juveniles, trauma-informed practices, and employment and housing supports for court-involved youth
- Planning and facilitating year-round youth council meetings, including an intensive 7-week/140 hour “think-tank” summer program
 - This includes lesson planning, developing activities, creatively adding to Mikva’s existing curriculum
- Recruiting youth to participate in program and building strong, positive relationships with participants
- Creating innovative and effective retention strategies to support youth participants through the program
 - Maintaining a regular check-in routine with youth participants via in-person meetings, phone calls, text messages, communicating through messaging apps/social media etc.
 - Working with Mikva Challenge Youth Support Services Manager to provide youth with resources and supports when behavioral, legal and life barriers arise
 - Developing and supervising a custom work-plan and work schedule for youth participants

- Facilitating youth access to legal and/or support services in tandem with the Mikva Challenge Director of Youth Support Services
- Connecting youth with external opportunities to further engage with and learn about juvenile justice system policies and procedures via seminars, panels, screenings, speaking engagements by leaders in the field etc.
- Managing and building relationships with key stakeholders connected to council in order to advance council projects, including city, county and state institutions such as Chicago Public Schools, Cook County Juvenile Probation, Illinois Department of Juvenile Justice, etc.
 - Includes managing these relationships on a regular basis
 - Facilitating connections between individual council members and stakeholders from these institutions in order to grow council member leadership skills
- Seeking out opportunities for Juvenile Justice Council members to represent Mikva Challenge and the Juvenile Justice Council for external audiences
- Advocating for Juvenile Justice Council participation in juvenile justice policy and program decision-making across Cook County
- Maintaining past campaigns pertaining but not limited to: expunge.io web app; redesigning spaces at the JTDC; partnership with CPS Office of Student Support & Re-engagement; leading professional development for states attorneys and public defenders in the juvenile court system
- Communicating successes of program to internal communications team and development team and externally to media or decision makers as needed
- Evaluating program and writing reports for internal and external audiences
 - Achieving agreed upon programmatic goals
 - Responsible for regular data entry (attendance, youth touch points, summary of events, etc)
- Supporting development team as needed on grants, contracts, and other initiatives to support the program
 - This includes, but not limited to: meeting with funders, advising on grants, prospecting for grants
- Engaging with Juvenile Justice Council alums and maintaining their connection to the program
- Leadership and participation in other large Mikva Challenge events (Project Soapbox, Youth Summit, Action Civics Showcase)
- Other duties as assigned

Required Qualifications:

- A bachelor's degree or commensurate experience
- 5+ years experience in advocacy, government, or youth programming
 - Preference will be given to candidates who have a knowledge of and/or background working in the juvenile justice system, juvenile aftercare policies and procedures (e.g. probation and diversion programming), and whom are advocates for juvenile justice reform
 - Knowledge of the roles that judges, states attorneys, and public defenders fulfill within the juvenile court system
- Trained in and able to apply restorative justice practices and techniques
- Knowledge of adolescent brain development science and ACES (Adverse Childhood Experiences)
- Demonstrated ability to write and implement curriculum and programming that promotes positive youth development for both court-involved and non court-involved youth, as well as youth who are not presently enrolled in high school/GED programs or post-secondary programs
- Strong public speaking and workshop facilitation skills
- Experienced user of Microsoft Office products (Excel and Word), Google Drive, and social media

Skills: The non-negotiable skills are for this position are:

- Research skills and the ability to independently research a topic/issue

- Group facilitation: 20 - 25 youth
- Knowledge of Positive Youth Development strategies and values

Required Competencies: Must be able to demonstrate the following competencies:

- Demonstrating and inspiring cooperation, collaboration, reliability, and professionalism
- Working effectively in changing situations and with diverse groups and issues
- Inspiring individual and organizational excellence
- Establishing and maintaining professional contacts to build, enhance, and connect networks to Mikva Challenge

Application Instructions: This is a full-time position and it includes a competitive salary and generous benefits package. Candidates should be prepared to offer three professional references upon request. Candidates will be required to complete a background check in order to work in Chicago Public Schools, prior to hire. Review of applications will begin immediately. Email your resume and cover letter to: jobs@mikvachallenge.org. **No phone calls will be accepted!**

Equity Statement: At Mikva Challenge, we celebrate difference and are committed to providing equitable opportunities, addressing the effects of power and privilege. Mikva Challenge is proud to be an equal employment opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, gender, gender identity, national origin, sexual orientation, age, citizenship, marital status, disability, veteran status, or any other factor covered by federal, state, or local statutes. We want to create an empowering space to change lives!