



**Position Title: Youth Safety Advisory Council (YSAC) Manager
(type: full time)**

Location: Mikva Challenge Illinois Chapter - Chicago, IL

Reports to: Citywide Youth Council 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 YSAC Manager. 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” by attending meetings, seminars, presentations etc that pertain to CPD & youth engagement, CPD & the consent decree, CPD & community engagement
- Planning and facilitating youth council meetings, including an intensive 7-week “think-tank” summer program
 - This includes lesson planning, developing activities, creatively adding to Mikva’s existing Issues to Action curriculum
- Recruiting youth to participate in program and building strong, positive relationships with participants
- Responsible for retention of council members throughout the summer and school year
- Building, cultivating and managing relationships with key stakeholders connected to council in order to advance council projects, including city, community leaders and Chicago Police Department (CPD) leaders
 - Includes managing these relationships on a monthly basis

- Responsible for successfully delivering on agreed upon deliverable and civic policy projects
- Guiding council members in the development of framing questions, research, policy recommendations and the development of a summer white paper
- 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
 - Includes, but not limited to: meeting with funders, advising on grants, prospecting for grants

Required Qualifications :

- A bachelor's degree or commensurate experience
- 5+ years experience in advocacy, government, or youth programming
- Experienced user of Microsoft Office products (Excel and Word), Google and social media
- Ability to pass a fingerprinted background check

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. Please put **YSAC Manager** in the subject line. **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!