



# Job Posting

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## Coordinator, Youth Programs

### Who We Are

Founded in 1999, Maryland Coalition of Families (MCF) is a statewide nonprofit with a central office in Columbia, Md., and staff located in communities throughout the state. Using personal experience as parents, caregivers, youth and other loved ones, we connect, support and empower Maryland's families. Our staff provide one-to-one support to parents and caregivers of young people with mental health issues and to any loved one who cares for someone with a substance use or gambling issue. We also advocate to improve systems that impact individuals with behavioral health challenges.

### Overview

Maryland Coalition of Families has an employment opportunity for a Coordinator of Youth Programs. The Coordinator must have experience working with youth/young adults with emotional/behavioral, mental health, and/or substance use issues.

The Coordinator is responsible for overseeing Maryland Coalition of Families' (MCF) grant-funded youth/young adult programming. Using a strengths-based approach, the Coordinator will empower and guide youth-directed, youth-focused, and youth-led initiatives. They will provide weekly supervision and guidance for members of the youth team, oversee the statewide youth advisory council, "Taking Flight," and collaborate in the implementation of a strategic plan for MCF youth/young adult programming. They will also assist in implementing youth/young adult program activities such as trainings, support groups and retreats.

The Coordinator reports to the Chief Operating Officer. This part-time position is 20 hours per week, with a flexible schedule. Telecommuting is possible for some work. The Coordinator will be required to attend regular, scheduled meetings at MCF's Central Office in Columbia and attend all youth/young adult events and activities. Travel within the state is also required.

### Essential Duties and Responsibilities

#### Supervision

- Provide ongoing support, coaching, mentoring and supervision to members of the youth team.
- Coordinate the recruitment, hiring and orientation of the youth team.
- Ensure all team members receive active feedback about strengths and opportunities for growth.
- Conduct annual performance evaluations of youth staff. Develop and implement corrective action as needed.
- Collaborate closely with MCF colleagues to provide training and other personal and professional development opportunities for the youth team.

#### Program Management

- Assist youth/young adults to plan and implement programs and activities.
- Conduct evaluations for youth/young adult activities to identify successes and challenges and encourage an improvement opportunity environment.
- Take the lead in facilitating the integration of youth/young adult programming with other MCF program areas.

- Oversee youth and young adult panels where youth speak about their personal experiences. Oversee the provision of training and support to ensure youth staff develop appropriate, safe and effective ways to share their stories.
- Collaborate with key MCF colleagues in the development and implementation of a strategic plan for all youth/young adult work.
- Meet or exceed all programmatic deliverables.
- Provide information for funder reports and other requested documentation relating to grant deliverables.
- Serve as primary point of contact for funders and stakeholders, as assigned.

#### Outreach

- Oversee the statewide youth advisory council “Taking Flight” and work with other youth partners, including On Our Own, Youth MOVE and Healthy Transitions.
- Promote networking with other peer support groups across the state to increase participation and collaboration across all youth programs.
- Identify opportunities to expand Youth Peer Support services and to work with youth-directed partners.
- Build and manage relationships with local, state and national funders, partners and stakeholders.
- Stay current about local, state and national research, as well as issues and best practices related to youth peer work.
- Promote youth-related initiatives through articles, social media, and networking events.

#### Qualifications

- Bachelor degree preferred; Associate degree and a minimum of two years of relevant experience may be acceptable.
- A minimum of two years’ experience working with youth with emotional/behavioral, mental health, and/or substance use issues.
- A minimum of one-year supervisory experience.
- Ability to encourage, empower and mentor youth, allowing them to take the lead in all initiatives by using a strengths-based approach.
- Experience building relationships with diverse partners, including the mental health system, community leaders, coalition partners and the general public.
- Familiarity with state and local resources available to support the needs of youth, and knowledge of how to access them.
- Excellent written and verbal communication skills.
- Cultural competence; must respect diversity in the youth team and MCF colleagues.
- Ability to work independently as well as collaboratively with others.
- Ability to effectively manage priorities, resources and time.
- Demonstrated skills as a creative problem solver with the ability to anticipate and proactively resolve issues.
- Working knowledge of Microsoft Word, Excel, PowerPoint, as well as proficiency with navigating the internet.
- Experience with or willingness to learn core database skills (Salesforce).
- Current Maryland driver’s license and access to own vehicle; in-state travel required for various meetings/events across the state and to the MCF office in Columbia.
- Successful completion of a background check (required for all MCF employees).

## **Hours/Compensation**

- 20 hours per week.
- Flexible work schedule with some telecommuting possible.
- Salary commensurate with experience. Salary range \$17-20 per hour.

*As Maryland's family support organization, MCF gives preference amongst equally qualified candidates to those who are primary caregivers of a youth, adolescent or young adult with behavioral health or substance use needs.*

## **To apply**

Send resume with a cover letter describing your interest in this position, experience working with youth/young adults with emotional/behavioral, mental health, and/or substance use issues to [Hire@mdcoalition.org](mailto:Hire@mdcoalition.org) Applications will be reviewed on a rolling basis. Please include "Coordinator, Youth Programs" in the subject line.

*Please note that mailed or faxed resumes will not be considered. No phone calls please.*

## **Diversity**

Maryland Coalition of Families is committed to hiring a diverse and talented workforce. We are an Equal Opportunity Employer – all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, marital status, national origin, disability, veteran status or any other classification protected by applicable discrimination laws.