



Position Title: Youth Coordinator
Work Location: Melbourne, FL
Closing Date: February 3, 2012
Contact Person: Valerie M. Randall
Salary Range: \$9.61/hour – 12.00/hour (DOE)

Position Summary: : This position will work in concert with the BFP leadership and Auxiliary Advisory Board to create an IL Program intended to enhance and supplement IL services and to remove barriers to success for current foster youth and those who have aged out of the system.

Technical/Functional Expectations:

1. *Assist in developing a brand and marketing strategy:* This is done to create an organizational identity, brand and strategy that will enhance community support and involvement to augment programs and services for the target population.
2. *Identify needs and help to develop strategies-Essential:* In conjunction with community and youth participation and engagement ensure the needs of target population are addressed ensuring cultural and linguistic sensitivities. Examples include education, employment, mentoring, internships, coaching, etc.
3. *Work with Advisory Board to develop programs-Essential:* This is done to address the needs of these youth to gain the skills and critical relationships necessary to develop and maintain emotional and financial independence.
4. *Serve as spokesperson to engage community-Essential:* This is required in order to educate community leaders of the needs of the target population to develop community involvement in responding to these needs.
5. *Assist in developing public & private partnerships-Essential:* This is required in order to obtain financial sustainability to support foster youth and those who age out of the system.
6. *Serve as Staff Liaison -Essential Function:* This position will provide leadership of all meeting coordination ensuring timely delivery of agendas, taking minutes, comply with the Sunshine Law, governance requirements etc.
7. *Other duties as required:* Job performance requires fulfilling other incidental or related duties as assigned, assisting and training others, and performing duties of higher rated positions from time to time for developmental purposes.

Behavioral Competencies:

1. *Trust and Respect:* Able to demonstrate and treat others in an honest and straightforward manner; keep dealings with others confidential; keep word and follow through on commitments.
2. *Team Work:* Able to cooperate to build consensus; assist others to achieve team goals; participate in meetings so they are productive; take on extra work to meet team objectives.
3. *Innovation:* Able to generate new or different products, processes, or solutions; create unique solutions to problems; express fresh insights or innovations regularly; think outside of existing paradigms.
4. *Integrity:* Able to demonstrate consistency of words and actions; protect confidential information; practice what he/she preaches; do what is right even when no one is watching.

5. *Self Control*: Able to maintain a composed problem-solving approach when faced with unrealistic expectations, pressing time demands, frustration, or interpersonal conflict.
6. *Problem Solving*: Able to exercise judgment in building realistic solutions to problems; understand the real issues behind problems; use common sense and take practical action to solve problems.
7. *Sensitivity*: Work effectively with and show sensitivity to cultural differences and various socio-economic backgrounds of others.
8. *Ethics*: Adhere to and model principles and values of Agency and System of Care by being strength-based, solution-focused, maintains highest level of integrity and ethical standards and work collaboratively with employees, partners, stakeholders and clients in all interactions.

Business Experience:

1. *Valid Driver's License - Essential*: Required in order to travel throughout the County and other locations.
2. ***Prefer Prior placement in foster care and experience with IL***: This is strongly preferred in order to relate to the target population and to advocate for needed programs and supports.
3. *Must be able to work flexible hours-Required*: Required in order to ensure attendance at early morning or lunch meetings as well as to accommodate evening and weekend activities.
4. *Must be proficient in Word, Excel, Outlook and Power Point*: This is required in order to take minutes, draft presentations and track data for the Agency.
5. *Strong verbal & written communication skills*: This is essential in order to communicate (verbally and in written form) with target population, Advisory Board, community stakeholders and potential partners.
6. *Ability to influence or persuade to engage or change*: This is necessary in order to engage community, build trust and relationships to improve outcomes for the target population.

Educational and Experience Requirements:

1. High School Diploma required.
2. AA/AS - Associates Degree or equivalent preferred.
3. Experience interacting with a diverse population required.
4. Prior experience making presentations preferred.

To apply: Please submit a resume, a Brevard Family Partnership application and screening authorization form (available on line at www.brevardfp.org)

Mail To: Brevard Family Partnership
Attn: Valerie Randall
2301 Eau Gallie Blvd. Suite 4
Melbourne, FL 32935

Via fax: Attn: Valerie M. Randall (321) 752-3188

***BREVARD FAMILY PARTNERSHIP IS AN EOE/ADA/M/F/V/CV Employer and
Maintains a Drug-Free Workplace***

***Requests for Auxiliary Aids for Hearing Impaired or Limited English Proficiency Candidates
May be made with a minimum of five (5) days notice to V. Randall at (321) 752-4650.***