

**ST. LOUIS AREA VIOLENCE PREVENTION COMMISSION
YOUTH ENGAGEMENT COORDINATOR – PART TIME
POSITION SUMMARY**

The St. Louis Area Violence Prevention Commission (VPC) through its fiscal sponsor the Saint Louis MHB (MHB) will support the implementation of a regional youth violence prevention strategy.

About St. Louis Area Violence Prevention Commission:

Mission: The St. Louis Area Violence Prevention Commission (VPC) works to reduce violent crime in the region by promoting and advocating a coordinated, well-resourced support system and interventions among area governments, institutions and agencies that serve individuals and families most at risk of violent crime.

Vision: A reduction in gun related crimes, injuries, and deaths throughout the St. Louis Region focusing on high-risk youth.

About Saint Louis MHB:

Established in 1994, the Saint Louis Mental Health Board is an independent governmental taxing authority charged with collecting and distributing two local property taxes—the Community Mental Health Fund and the Community Children’s Services Fund—for purposes consistent with Missouri State Statutes and approved by the voters. Our purpose is to create an equitable, thriving community by investing in the provision of quality behavioral health and children’s services that promote mental health wellness for the residents of the City of St. Louis. MHB does not provide services directly but makes grants and other funding available to area non-profits who provide direct services. More information can be found within our website at www.stlmhb.org.

Position Summary:

The Youth Engagement Coordinator is responsible for overseeing the VPC youth strategy. The Coordinator will work to develop and implement strategies that will lead to long-term involvement of youth and youth-serving organizations in the VPC youth strategy. A significant role of the Coordinator is to engage youth-serving organizations to provide safe spaces for high-risk youth and to align with best practices for serving high-risk youth.

Key Responsibilities:

1. Communications
 - Contribute to the maintenance of VPC social media accounts including creating content, scheduling posts, and sharing information from partners
 - Contribute to content creation for the VPC newsletter and website
 - Support public engagement, promotion, and awareness activities

2. Program Management
 - Provide oversight and strategic implementation of the Youth Safe Spaces Initiative and Youth Events
 - Evaluate proposals and make recommendations for VPC subcontracts including safe spaces and events
 - Provide technical assistance and capacity building support to help partners successfully serve high risk youth

- Coordinate the youth events grant process including reviewing applications, coordinating the youth review process, collecting supporting documents, supporting MHB staff in creating and executing contracts, and attending events
 - Clearly communicate project progress, challenges, and opportunities to internal and external stakeholders including contributing to grant reports
 - Use project evaluation strategies and tools that support continuous quality improvement

3. Partnership Management

- Represent VPC at community collaborative tables related to assigned special projects
- Identify and engage organizations serving high-risk youth in the region as well as organizations who are interested in serving high risk youth to build the ecosystem of service providers.
 - Evaluate literature and reports on evidence-based and evidence-informed strategies for youth violence prevention to make recommendations on needed programs in St. Louis
 - Identify and engage priority youth in designing and evaluating the VPC youth strategy

Qualifications:

- At least 5 years of experience in youth development, education, social work or related field
- Excellent meeting facilitation and project management skills
- Proven ability to work independently
- Excellent organizational skills
- Excellent interpersonal and communication skills
- Knowledge of the violence prevention landscape in the St. Louis region
- Highly proficient with Microsoft Office and general computer skills

Compensation:

This is a part-time position. The pay is \$40/hour for up to 10 hours per week. Individuals and consultants are eligible to apply for this opportunity. Individuals selected will be hired as part-time employees of St. Louis MHB. Please be advised that MHB does not provide fringe benefits for part-time employees.

Signature:

I have read and understand the job description for my position with the St. Louis Area Violence Prevention Commission (St. Louis Mental Health Board). The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an all-exhaustive list of all associated responsibilities, skills, efforts or working conditions. The St. Louis Mental Health Board reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

Employee's Name _____

Employee's Signature _____

Supervisor's Name _____

Supervisor's Signature _____

Today's Date _____