

**ST. LOUIS AREA VIOLENCE PREVENTION COMMISSION
YOUTH EVENT SUPPORT – 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 Event Support reports to the MHB Prevention Partnerships Director. This position is responsible for the planning and implementation of safe youth events in St. Louis City and County. A primary function of this role is to act as intermediary between MHB and the vendors, locations, and staff to facilitate contracting, payment, and reporting on the events.

Key Responsibilities:

1. Manage schedule of events including scheduling, planning, and executing events
2. Collect supporting documents from staff and vendors for events
3. Support MHB staff with publicizing the event through website, social media, and email.
4. Coordinate with MHB staff for contracting including providing supporting documents, collecting contracts, and obtaining signatures
5. Collect reporting including but not limited to staff time sheets and youth sign in sheets and provide that to MHB staff
6. Coordinate distribution of payments to staff and vendors

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 paid on a per-event basis up to \$240 per event. 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. Consultants selected will be contracted on a fee for service basis with MHB. Consultants must have adequate professional liability insurance and provide a Certificate of Insurance that lists MHB as an additional insured.

To Apply:

Individuals or consultants interested in being considered for the Youth Event Support opportunity must submit a cover letter or biography and resume or curriculum vitae as one attachment to stlmhb@stlmhb.org with the subject header "VPC Event Support". The opportunity will remain open until filled, but applications will be reviewed weekly.