

Job Announcement: Youth Program Specialist

Specializing in three main areas: Operations and Administration, Peer Support Training, and Fund Development

This is a grant funded, at-will, virtual, full-time, 40 hours a week, hourly position, that pays \$60,000 annually

About Youth MOVE National

[Youth MOVE \(Motivating Others through Voices of Experience\) National \(YMN\)](#)

Vision:

Youth MOVE National envisions a future in which young people are valued as empowered leaders, advocates, and designers of communities that are built for all youth to thrive.

Mission:

Youth MOVE National connects, supports, and develops youth leadership in advocacy to create positive change. We practice authentic youth engagement through youth driven decision making by elevating youth voices of lived experience. We ensure that young people are heard and valued as leaders in the agencies, communities, and systems that impact their lives.

Commitment To Affirming Spaces Statement (CTASS):

Youth MOVE National is a youth focused, social justice nonprofit dedicated to ensuring a future in which young people are valued as empowered leaders, advocates, and designers of communities that are built for all youth to thrive. As we know, not all youth are presently thriving, especially those who are disproportionately affected by systemic oppression. That is why we amplify youth voices who are Black, Indigenous, and other People of Color (BIPOC), Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual / Aromantic and other youth who are non-exclusively heterosexual and/or cisgender (2SLGBTQIA+), disabled youth, and more. Focusing on diversity, equity, and inclusion (DEI), and having a critical, intersectional lens in all we do, helps better ensure affirming, trauma-informed environments, where youth are welcomed as they are, for who they are.

Core values:

- Centering youth agency, autonomy, and consent over their own bodies, lives, and actions
- Dismantling systemic oppression and barriers that deny youth the conditions to thrive
- Prioritizing healing-centered care and harm reduction over punishment or forced interventions
- Cultivating spaces and connections with affirming communities of resonance and support
- Elevating the perspectives of youth with firsthand lived/ing experiences
- Amplifying the BIPOC, 2SLGBTQIA+, and disabled youth communities who are disproportionately affected by violence and unaffirming environments

Benefits of working at YMN:

- 160 hours of paid time off (PTO)
- Paid federal holidays, including an organization-wide closure the last week of the calendar year (on top of PTO)
- Heavily reduced cost health insurance package, single/family plans
- Dental and vision packages paid for by YMN
- Additional voluntary benefits packages are available
- Employee Assistance Program (EAP)
- Flexible schedule and fully remote position
- Professional development and educational learning opportunities



Youth MOVE National is committed to creating and maintaining a diverse, inclusive, and trauma-informed workforce grounded in justice work, intersectionality, shared learning, and organizational and individual growth. Lived experience is at the heart of YMN so we actively encourage applicants from historically and presently excluded communities such as 2SLGBTQIA+, BIPOC, and disabled individuals, folks w/ mental illness and substance use disorder, and other system impacts, discrimination, and self-defined hardship to apply, even if it's not a perfect match.

About The Position

This unique Youth Program Specialist (YPS) role is both internal (primary function) and external (secondary) facing. Internally, this position plays a crucial role in ensuring organizational efficiency, administration and operational effectiveness, grant writing, donor cultivation and fund development, while ensuring the general day-to-day operations and cash/workflow of the organization runs smoothly. By developing and refining internal processes and protocols, this role enhances workflow and ensures high standards in service delivery. Externally, this position would be able to train on YMN's national youth peer support curriculum, as well as just in general acting as a subject matter expert around youth with lived experience being systems impacted, youth participation and engagement, and other areas of youth advocacy to serve on our contract / fee for service work.

Internal Responsibilities:

- ☐ Co-leading Continuous Quality Improvement (CQI) efforts, evaluations, data collection and impact analysis, and other assessment efforts
- ☐ Co-leading financial matters and fund development, from budget, accounting, and profit and loss (assistance), preparing invoices and reviewing financial statements, and other general day-to-day cash flow and financial management, to grant prospecting, writing, fundraising, resource development, donor cultivation, and other financial growth outreach
- ☐ Assists with tracking contract deliverables, organization and project management, and general organization of day-to-day tasks related to our fee-for-service work and other restricted fund requirements
- ☐ Assists leadership team and project leads with logistics, coordination, meeting scheduling and calendar management, and other administrative tasks and duties as well as assisting in some overlap with our Communications and Technology Coordinator

Internal Skill Requirements

- ☐ A careful, intentional, organized approach to numbers and data, and your work in general, with a precision eye for detail while still maintaining efficiency, time management, and meeting due dates
- ☐ The ability to be open, understanding, flexible, adaptable and pivot quickly, while still creating a culture of stability, routine, and confidence in your work
- ☐ Strong strategic and analytical skills that can be applied to macro big picture thinking as well as micro day-to-day tasks and innovations
- ☐ Ability to design and perform qualitative and quantitative research methods

External Responsibilities:

- ☐ Co-training and facilitating national youth peer support curriculum and general educational opportunities around youth-serving systems, participation and engagement, and general youth advocacy issues and topics
- ☐ Advise, develop, and implement training curricula related to the inclusion of youth voice and youth peer support
- ☐ Provide consultation, training and technical assistance to communities seeking to improve quality of services based on youth-driven and culturally responsive best practices
- ☐ Serve as a national content subject matter expert, speak in public, and facilitate large and small virtual group conversations that promote a brave space, centered around growth and opportunity for mutual learning

External Skill Requirements:

- ☐ Experience in youth engagement and youth peer support programs, including development, training / implementation, curriculum writing, and quality assurance / establishing best practices
- ☐ Excellent presentation and communication (“written and oral”) skills
- ☐ Comfort with virtual convenings and building strong, effective relationships online, including the ability to navigate difficult conversations and conflicts while working effectively with people you may disagree with
- ☐ The ability to *sometimes* work nights and weekends and absolutely must be consistent and reliable, as trainings rarely can be rescheduled or refunded

General Skill Requirements:

- ☐ An understanding and demonstrated commitment to radical youth advocacy and activism, social justice, intersectionality, and trauma-informed environments
- ☐ An understanding and demonstrated commitment to YMN’s mission, vision, and values
- ☐ The ability to work effectively both independently and within a team environment, managing respectful relationships with fellow staff, contractors, grantee communities, and other invested parties
- ☐ Basic proficiency in email, Microsoft Office Suite, Google applications, Asana, Slack, social media platforms, virtual meeting platforms such as Zoom, and other hardware, software, and online programs and technology
- ☐ Effectively and independently manages workflow and adheres to reporting and project deadlines within a “work from home” virtual environment that requires us to “show our work” beyond just attending meetings to bill for work hours
- ☐ Must be able to listen and follow instructions, accept constructive feedback with a genuine desire to improve, take accountability for mistakes and learn, grow, and move forward, while also able to communicate clearly and directly your own needs and ideas that leaves room for multiple truths and perspectives

Preferred but not Required Experience:

- ☐ Certified youth peer support specialist
- ☐ Proven success in writing and being awarded grants
- ☐ Proven success in fundraising and/or donor cultivation
- ☐ Lived or working experience within the Systems of Care philosophy
- ☐ Youth MOVE Chapter member, other past or present involvement with YMN, or member of other youth organization and/or program
- ☐ A willingness to travel

Must be able to maintain a home-based office and be already equipped to work remotely, which includes access to high-speed internet, a computer, and a phone (these will not be initially provided)

Please note, we recognize that this is a lot, we encourage you to apply even if you only mostly fit the requirements - passion, lived experience, a dedication to social justice and our mission, with a willingness to be trained goes a long way with us. We will review all applications, not use AI in the process, and approach the process respectfully.

How to Apply

Application instructions:

Please complete and submit the form [linked here](#). We have included the application questions in this form below that you may review before completing the application if you would like. You will be asked at the end of the application to upload a resume. Applications will be accepted through **Sunday, July 6th, 2025**, but review and interviews will take place on a rolling basis.

Please answer the following questions (there is no word minimum or maximum - use your best judgement):

1. In detailed, specific terms, what is your experience with organizational operations, financial and data management, and technical administration skills?
2. In detailed, specific terms, what is your experience with grant writing, fundraising, and general fund development?
3. In detailed, specific terms, what is your experience with youth peer support (including any trainings and certifications)?
4. In detailed, specific terms, what is your experience as a trainer/facilitator/presenter?
5. Why is centering BIPOC, 2SLGBTQIA+, disabled, and other marginalized youth important to you?
6. In broad, non-specific terms, what is your experience with youth-serving systems (mental health, child welfare, criminal legal system, education, etc.)?
7. Do you have a pre-existing relationship with Youth MOVE National, one of our Chapters, or a close organizational partner? If so, please tell us about that experience. If not, please confirm you have read our mission, vision, and CTAS statements (located on the first page of the job description) and tell us about what those things mean to you.

Please check all the boxes in which you are qualified / have the experience in:

Internal Responsibilities:

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External Skill Requirements:

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- ☐ Lived or working experience within the Systems of Care philosophy
- ☐ Youth MOVE Chapter member, other past or present involvement with YMN, or member of other youth organization and/or program
- ☐ A willingness to travel

This position requires the ability to sometimes work nights and weekends, be productive within a “work from home” virtual environment, be flexible, adaptable, and work in a fast-paced environment which requires quick thinking and the ability to pivot, an eye for detail, and absolutely must be reliable as trainings rarely can be rescheduled or refunded.

☐ ***I understand the above and agree.***

Must be able to maintain a home-based office and be already equipped to work remotely which includes access to high-speed internet, a computer, and a phone (these will not be initially provided).

☐ ***I understand the above and agree.***



Optional demographic information:

- ☐ I identify as disabled
- ☐ I identify as a person of color
- ☐ I identify as 2SLGBTQIA+

I have read the entire job description / announcement, have answered the questions above to the best of my ability, and wish for my application to be considered for the position of Youth Program Specialist.

☐ ***I understand the above and agree.***

Thank you so much. We will email all applicants at the email address to which this form is submitted from, regardless of our decision - you'll be hearing from us shortly!

End of Application