

POSITION: Programs Fellow - Youth Organizing Fund

JOB TYPE: Full time, Exempt

REPORTS TO: Deputy Director of Programs (DD)

LOCATION: New Orleans, Louisiana

POSITION SUMMARY

Foundation for Louisiana (FFL) is committed to building the leadership infrastructure to support youth organizing in the New Orleans region, in addition to building the capacity of both established and emerging youth organizers. The fellowship scope includes replicating the success of previous efforts while also developing new programs.

The fellowship will last for one year, with the possibility of negotiating future opportunities. Travel within the state as well as to some conferences in the US should be expected. There will be one program fellow selected.

KEY RESPONSIBILITIES

- Support the development and implementation of FFL's Youth Organizing Fund (YOF) including working with advisory board members, donors and staff to design the YOF.
- Assist with the coordination of trainings for staff, grantees, partners and community members on youth-related issues, youth organizing, and leadership.
- Lead the foundation's grant making activities to support youth organizing programs, projects, and efforts in the New Orleans region.
- Organize "Best Practices in Youth Organizing" conference or training opportunities for local and state youth leaders — and develop a best practices toolkit.
- Support the work of the Deputy Director (DD) and participate in the Greater New Orleans Funders Network (GNOFN).
- Work with FFL's fund development team and consultants to identify funding opportunities.
- Support YOF donor reporting.
- Provide support and/or leadership to emerging opportunities or new relevant work assignments.

REQUIRED SKILLS

- Minimum of 2 years of experience in an area related to youth organizing, program leadership. Experience may be any combination of lived/practical or academic.
- Experience in community engagement, organizing/advocacy, program design and implementation, and project management.
- Experience working with advisory committees, community organizations, and diverse stakeholders.
- Experience with Microsoft Word, Excel, and Outlook, working with databases and internet research.
- Excellent skills in the areas of organization, problem solving, attention to detail, and time management. The ability to manage multiple tasks, define and set priorities, and work under tight deadlines is required.
- Strong ability to think critically, take personal initiative, work both independently and as a team member, collaborate and coordinate with others.
- Excellent communication skills, both written and verbal.

- Awareness of and commitment to working in a wide range of social justice areas including criminal justice reform, racial equity, LGBTQ rights, and climate justice.
- Experience writing grants and developing fundraising campaigns.

OTHER DESIRED SKILLS

- Prior work experience in a non-profit organization a plus.
- Bilingual (particularly in Spanish or Vietnamese) is a plus.
- Knowledge of Photoshop and other publishing tools is a plus.
- Experience with Salesforce is a plus.
- Knowledge of social media management is a plus.

SALARY AND BENEFITS

- Salary starts at \$45,000 and depends on experience.
- Generous benefits package includes: 100% employer-paid medical, dental, and vision premiums; up to \$50,000 employer-paid life insurance; and a 403(b) employer match.
- Generous PTO package includes: Vacation (120 hours/year) and Sick Leave (5 days/year).

HOW TO APPLY

Interested candidates should submit a cover letter as outlined below and a recent resumé to admin@foundationforlouisiana.org by **Friday, May 24, 2019**. No phone calls please.

COVER LETTER

The cover letter is your opportunity to demonstrate your qualifications for this position based on your experience and how your own values align with those of Foundation for Louisiana. In no more than two pages, we'd like to know both who you are and what type of work you have done.

- Introduce yourself and why you're qualified for this position and to do this work.
- Outline your values in terms of community work and organizing.
- Explain what-- in your opinion-- are the greatest challenges young people in Louisiana face today.
- Summarize your professional (both paid and unpaid) background and skills, including any experience conducting presentations, creating information packages, working with multiple stakeholders and organizing events.
- Describe your relevant past or current work in youth organizing or services for young people.

Foundation for Louisiana is committed to a diverse workplace, seeking voices and expertise from people from across the political spectrum. Our board and staff are reflective of Louisiana's people. The Foundation for Louisiana is an Equal Opportunity Employer, where we encourage candidates of all ages, colors, ethnic backgrounds, countries of origin, religions, disability status, sexual orientations, gender identities, and gender expressions to apply. For more information about Foundation for Louisiana visit our website at www.foundationforlouisiana.org.