

# Community Action Service & Advocacy

## Position Description

**Position Title:** Public Health Advocate – Youth Specialist

**Reports To:** Executive Director

**Hours:** Full-time, flexible schedule that may include occasional evenings, weekends, and overnight trips. (Non-exempt)

**Benefits:** Generous paid sick leave and personal time off (accrued), paid holidays, health insurance, dental, vision (employee shared costs), and 401k.

### Responsibilities:

- Coordinate CASA's youth leadership development projects.
- Create an overall curriculum plan for the school year and agendas for each youth meeting.
- Coordinate and lead weekly youth meetings, facilitate youth-led community engagement activities.
- Coordinate youth recruitment.
- Collect data and opinion surveys.
- Work with local and statewide partners to promote collaboration.
- Identify, develop, and maintain ongoing relationships with individuals and organizations.
- Other duties as assigned.

### Qualifications:

- Experience in working with youth.
- Ability to collaborate.
- Ability to communicate appropriately and effectively with youth, the community, and partners.
- Proactive and self-starter.
- Ability to demonstrate sensitivity to the cultural/ethnic diversity as well as the needs of the served population.

### Requirements:

- Obtained or working towards a bachelor's degree or equivalent professional experience.
- A passion for working with youth.
- Bilingual preferred (Spanish / Arabic / other languages).
- Confident working with Microsoft Office Suite.
- Valid California driver's license.
- Transportation

Please send cover letter and resume to Donna Colbert [dcolbert@casaneighborhoods.org](mailto:dcolbert@casaneighborhoods.org)

CASA is a 501(c)3 nonprofit organization dedicated to empowering residents to advocate for safe and healthy neighborhoods. We work to reduce underage alcohol, tobacco and marijuana and other drug use through education and public policy advocacy. We work to promote safe and healthy affordable house and protect multifamily housing residents from exposure to second and thirdhand smoke; and to promote youth leadership development. We equip community members for effective civic engagement.