



Families Together in NYS, Inc., Youth Power is the statewide network of young people who have been labeled and are seeking change. Through peer-to-peer mentoring, we empower young people to be active citizens that are aware of government operations, their rights, and the ability to use their voices to influence policies, practices, regulations, and laws.

## **POSITION: Youth Program Support Specialist**

The Youth Program Support Specialist is a administrative support grant funded position, Youth Peer role, that will provide technical assistance on youth empowerment, youth-guided practice, and youth leadership in partnership with the Youth Power team. Primary responsibilities of this position include but are not limited to:

- Establish contacts with community partners/collaborators with a focus on Youth Interact with social media audience through content creation, postings, and answer messages
- Create content and design graphics for emails, website, social media platforms
- Compile data for quarterly/yearly reports
- Assists in coordination of agency events
- Update YP website
- Coordinate mailing lists and advertising materials
- Produces online and print publications
- Work with organization departments, chapters, and Youth Advisors to create publications flyers and brochures
- Provide Support to Regional Advisory Council

**LOCATION:** Capital Region

**STATUS:** Full time- Grant Funded

### **QUALIFICATIONS**

- Must have experience working/volunteering as a Youth Peer Advocate or comparable peer role
- Have the ability to telecommute
- Must have personal life experience accessing children's mental health services and be willing to share this information publicly
- Must be able to travel throughout NYS, with notice, for in-person events

### **KNOWLEDGE/SKILLS/EXPERIENCE:**

Independently motivated; Excellent coordination and organization skills; Experience with youth leadership and advocacy; Excellent written, verbal, and interpersonal communication skills; Demonstrated ability to engage with diverse groups; Demonstrated ability to speak with small and large groups of people; Experience with various software packages: Microsoft Office, Adobe Acrobat, Google Drive, etc.; Experience with social media advertising/engagement

### **APPLICATION PROCESS:**

Applicants must send a resume with a formal cover letter to [employment@fnys.org](mailto:employment@fnys.org) in order to be considered.