



Outreach Coordinator

Our New VISION All youth feel safe, accepted, and supported.

Our New MISSION The Bridge for Youth centers youth voice, justice, and equity in all we do, and empowers youth experiencing homelessness through safe shelter, basic needs, and healthy relationships.

Our New VALUES

Patience - We give space for youth to make decisions on their own timeline in their own way. Love and Caring - We believe in acceptance, empathy, and non-judgment. Communication - We engage in intentional dialogue to understand each other's truths. Integrity - We actively learn, grow, and change to align our actions in equity and justice. Co-Creation - We seek connection to amplify the voice of youth and each other. Community - We stand together for youth and for each other.

Position Information

Position: Outreach Coordinator

Job Type: Full-Time; 1.0 FTE

Classification: Non-Exempt

Reports to: Outreach & Support Services Manager

Posting Date:

Closing Date: Open Until Filled

Compensation: \$22/hr-\$25/hr

Position Overview

The Bridge for Youth (BFY) centers youth voice, justice, and equity in all we do, and empowers youth experiencing homelessness through safe shelter, basic needs, and healthy relationships. For over 50 years, The Bridge has been at the forefront of addressing youth homelessness in Minnesota, positively impacting the lives of the most vulnerable youth in our community, through youth-centered programs that offer a pathway out of poverty and chronic homelessness.

The Outreach Coordinator has a key role in our Outreach and Support Services Team. The primary focus of this position is to manage our Mobile Youth Outreach Center. The ideal candidate will have both a passion for working with youth and strong organizational skills. The Outreach Coordinator position creates strong community outreach partnerships and networks with partner agencies. This position works directly with interns and volunteers to support inventory management, community events and group offerings.

Benefits

- Competitive health, dental, vision and ancillary benefits
- Company paid life insurance and long-term disability
- 403b (immediate contribution and vesting) with up to 4% match after one year of employment
- Up to 20 days of PTO first year of employment, in addition to 14 paid holidays
- Pet friendly
- All staff receive free and unlimited access to virtual health care, mental health counseling, dermatology, back pain, nutrition and medical advice

Key Responsibilities

Outreach Coordination

- Emulate and enthusiastically promote the organizational culture as defined by the identified values statements and racial justice and equity opportunities of BFY
- Leads in building upon and strengthening a culture of establishing and nurturing relationships
- This position is grounded in curiosity. Within this role is an opportunity for learning – to seek and share knowledge and experiences that build trust, community, and culture mired in justice and equity
- This position focuses on providing street, site, and mobile outreach services to at-risk, homeless and runaway youth in community, at BFY events, and at partner sites, such as schools, community centers, teen centers, libraries, and other youth agencies.
- Work individually and as a team to provide comprehensive outreach to the BFY targeted populations
- Responsible for outreach logistics, such as managing inventory, coordination of schedules, partner management, monitoring bus maintenance schedule, loading and unloading supplies for general outreach and the MYOC
- Mentor and train volunteers and interns
- Initiate, develop, and maintain positive direct relationships with youth within BFY programs and community
- Provide counseling, harm reduction and safety planning to youth as needed
- Provide a variety of resources to youth during outreach, including completing CE assessments for housing referrals, food, clothing, hygiene products and harm reduction resources
- Partner with other Street Works Green Bag certified outreach workers and site-based partners within the greater Twin Cities
- Provide support to programs within The Bridge for Youth as needed AND PARTICPATE IN ON CALL ROTATION

Administrative Duties

- Document statistical, data management information and grant narratives as needed
- Adhere to agency standards and procedures for scheduling, file work, and record-keeping
- Manage inventory tracking and ordering
- Maintain updated documentation regarding MYOC impact, growth and vision

Qualifications

- Two years of working with youth in similar setting required
- Must have valid driver's license, satisfactory driving record and insurance limits of \$100,000/\$300,000 per accident
- Must complete Department of Transportation (DOT) exam
- Must have ability to navigate through agency referrals while being crisis oriented
- Must have ability to lift 40 pounds of supplies for MYOC
- Preferred degree in Social Work, Youth Development or other Human Services related field
- Demonstrated passion for and commitment to BFY mission
- Ability to demonstrate commitment to diversity, equity, and inclusion
- Experience in a similarly situated nonprofit preferred
- Ability to communicate and build, strong effective working relationships with people across the organization
- Strategic and forward-thinking, problem solving, communication, time management, decision making, knowledge of legal and statutory compliance, organizational skills, and ability to work with others internally and externally
- Must have excellent written and verbal skills

- Must clear a background check
- Bilingual/Spanish written and spoken (preferred)

Technology Skills Required

- Experience with and ability to work with Microsoft Office applications (Word, Excel, Access, PowerPoint and Outlook) as well as Client Record Management (CRM)
- Hands on knowledge of record keeping in a digitized environment, expertise in text messaging and other digital communication methods
- Equipment used - computer, electronic mail system, telephone and cell phone

To Apply

Submit cover letter and resume to **resume@bridgeforyouth.org**

The Bridge for Youth is an Equal Opportunity Employer committed to embracing diversity and individuality and opposed to practices which discriminate on basis of race, gender, sexual orientation, religion, handicap, disability, age, or nationality. We apply this policy of unbiased consideration not only to our hiring process, but also to recruitment, promotion, transfer, compensation, layoff, and termination. We are further committed to taking affirmative action to ensure our employment opportunities are accessible to individuals who meet the qualifications conducive to available positions, and we encourage all interested jobseekers to apply. EEO/AA