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## Mobile Youth Outreach Center Coordinator

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### Our Mission

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.

### Our 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-judgement.

*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.

### Our Commitment to Racial Justice & Equity

### Position Information

<b>Position:</b> MYOC Coordinator	<b>Job Type:</b> Full-Time
<b>Classification:</b> Non-Exempt	<b>Reports to:</b> Outreach & Supportive Services Manager
<b>Posting Date:</b> 7/21/25	<b>Closing Date:</b> Open Until Filled
<b>Compensation:</b> \$22 - \$25 /hr <i>The Bridge for Youth utilizes an equitable &amp; competitive compensation program and salary structure that includes regular Cost of Living Adjustments and raises. For this position, the salary range is \$22 - \$25 per hour, depending on experience. This salary is non-negotiable beyond this range to counter pay inequality and uphold internal parity for salaries.</i>	
<b>Location:</b> 100% in-person working on-site at BFY in Minneapolis and in surrounding communities in the Twin Cities metro area	
<b>Working Hours:</b> Full-time hourly position; including shift hours working evenings, including some weekend and holiday hours; Hours for this position are Mon – Fri, 8:30 AM – 5:00 PM. Participate in on-call support rotation as scheduled offering support and consultation to staff for all programs by phone and occasionally on-site. Rotation of on-call duties is 24-hours a day for seven days.	

### Position Overview

For over 50 years, BFY 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 and culturally-responsive programs that offer a pathway out of homelessness, including the most marginalized – minors, BIPOC, LGBTQ+, young families, and SEY.

The MYOC Coordinator engages youth experiencing or at the risk of becoming homeless in accessing BFY activities, shelter programs and services through the programming of BFY's Mobile Youth Outreach Center (MYOC). This position creates strong outreach partnerships and networks with partner agencies. This position works directly with interns and volunteers with the ability to

supervisor staff as the position grows. 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.

### **Benefits Information**

- Competitive health, dental, vision, and ancillary benefits.
- Company-paid life insurance and long-term disability.
- 403b (immediate contribution & vesting) with up to 4% match after one year of employment.
- Up to 4 weeks of PTO first year of employment, in addition to 15 paid holidays.
- Pet friendly.

### **We ask all staff to:**

- Lead within a framework of agency values, philosophies, and goals, including team commitment and cooperation across BFY services and programs.
- Emulate and enthusiastically promote the organizational culture as defined by the identified values statements and racial justice and equity opportunities of BFY.
- Lead in building upon and strengthening a culture of establishing and nurturing relationships.
- BFY believes in team, collaboration, and constantly developing a supportive and caring environment for each other. Sometimes we are asked to lean in above and beyond our position description and we enthusiastically do so.

### **Key Responsibilities**

#### **Outreach Coordination**

- Provide daily outreach services with the Mobile Youth Outreach Center (MYOC).
- Responsible for driving, stocking, maintaining order and cleanliness of the MYOC.
- Focus 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 by ordering and purchasing items for the MYOC in accordance with BFY contracts, coordination of schedules, partner management, monitoring bus maintenance schedule, loading and unloading supplies for general outreach and the MYOC
- Collaborate with and mentor volunteers and interns in outreach activities
- Initiate, develop, and maintain positive direct relationships with youth within BFY programs and community
- Refer youth to BFY case management services
- Provide a variety of resources to youth during outreach, including housing referrals, food, clothing, hygiene products, harm reduction resources and safety planning
- Partner with other Street Works Green Bag certified outreach workers and site-based partners within the greater Twin Cities
- Provide support to programs within BFY as needed
- Additional duties as assigned

#### Administrative Duties

- Responsible for maintaining youth files
- Responsible for entering data into CRM/Zarks daily
- Document statistical, data management information and grant narratives as needed
- Adhere to agency standards and procedures for scheduling, file work, and record-keeping
- Additional duties as assigned

#### Qualifications/ Required Skills

##### Required

- Minimum of two years of working with youth in similar setting
- 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 ability to navigate through agency referrals while being crisis oriented
- Demonstrated ability for commitment to diversity
- Demonstrated ability to work individually and with a team
- Demonstrates good communication skills orally and in writing
- Experience and ability to work with Microsoft Office applications (Word, Excel, Access, PowerPoint & 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
- Must have ability to lift 40 pounds of supplies for MYOC
- Must be able to perform work in a variety of weather conditions
- Must be StreetWorks Green Bag certified (or have the ability to become certified within 120 days of employment)
- Must clear a background check
- Must successfully complete Department of Transportation (DOT) exam
- Must have a valid driver's license, satisfactory driving record and insurance limits of \$100,000 per person/\$300,000 per accident

##### Preferred

- Lived experience similar to the youth served by BFY
- Bi-lingual (English-Spanish) with high proficiency of verbal and written skills
- Experience in a similarly situated nonprofit
- Bachelor's or associate's degree in Social Work, Youth Development, or other Human Services related field

#### To Apply

Submit cover letter, references, and resume to [resume@bridgeforyouth.org](mailto: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.*