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## Outreach and Supportive Housing – Outreach Coordinator

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**How to Apply:** To apply, please submit resume AND cover letter describing your relevant experience, education and/or skills to [resume@bridgeforyouth.org](mailto:resume@bridgeforyouth.org).

**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

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**Position:** Outreach Coordinator

**Job Type:** Full-Time; Non-Exempt; 1.0 FTE

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**Classification:** Non-Exempt

**Reports to:** Outreach and Supportive Housing Manager

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**Posting Date:** 11/28/2023

**Closing Date:** Open Until Closed

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**Compensation:** \$22 - 25/HR

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**Schedule:** Tuesday – Saturday 12-8pm. Additionally, in order to meet program needs of 24/7/365 facility, each full-time program staff member is scheduled for a one-week rotation.

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### 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, 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 programs that offer a pathway out of poverty and chronic homelessness.

The Outreach 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). The MYOC is BFY's outreach shuttle bus used to engage the community in the organization's programming. This position creates strong outreach partnerships and networks with partner agencies. This position works directly with interns and volunteers with the ability to direct staff as the position grows.

### Benefits

- **New retention bonus for full-time program staff! \$500.00 upon 6 months of hire; \$1000.00 upon 12 months of hire; \$1500.00 upon 18 months of hire.**
- 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 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
- ✓ Leads 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**

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*Outreach Coordination*

- Primary responsibility over the Bridge for Youth Bus also known as the Mobile Youth and Outreach Center (MYOC).
- 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.
- 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.
- Focus on providing street, site outreach provided to youth in the Youth Response Center, and mobile outreach services to at-risk, homeless and runaway youth in community, at BFY events, via phone and text, 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.
- 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*

- 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**

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**Required**

- 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 excellent written and verbal skills.

- Must be able to perform work in a variety of weather conditions.
- Must clear a background check.
- 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 orientated.
- Must have ability to lift 40 pounds of supplies for the MYOC.
- Demonstrated passion for and commitment to BFY mission.
- Ability to demonstrate commitment to diversity, equity, and inclusion.
- Ability to communicate and build strong, effective working relationships with people across the organization.
- CDL license is NOT required to operate MYOC.

**Preferred**

- Degree in Social Work, Youth Development or other Human Services related field.
- Bilingual/Spanish written and spoken.
- Lived expertise.
- Experience in a similarly situated nonprofit.
- Experience with and ability to work with Microsoft Office applications (Word, Excel, Access, PowerPoint & Outlook) as well as Client Record Management (CRM)

*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 employment practices, but also to any contractual opportunities. We are further committed to taking affirmative action to ensure these opportunities are accessible to individuals who meet the qualifications, and we encourage all interested parties to apply. EEO/AA.*