Youth Engagement Coordinator

Organization: Beaverton Black People's Union (BBPU)
Reports To: BBPU Director/Executive Leadership
Schedule: Flexible; includes some evenings and weekends based on student programming, school schedules, and community events
Location: Beaverton/Washington County, Oregon (Approximately 50% remote)
Type: Contract and project-based

Position Summary

The Youth Engagement Coordinator co-leads the coordination, project management, outreach, and implementation of BBPU's youth empowerment programming efforts for middle and high school students. This contract position is 1 of 2 leads and is expected to work collaboratively with the other Youth Engagement Coordinator, as well as independently on assigned projects.

By direct engagement with students in schools and the development of engaging programming, this position works creatively to build meaningful connections to Black youth in Washington County on behalf of BBPU. This role is ideal for a self-directed, highly organized project manager who can take ideas from concept to completion, manage multiple priorities, communicate and partner closely with the BBPU team, and build strong relationships with students, families, schools, and community partners.

The Coordinator will help establish BBPU as a trusted, culturally affirming, fun, and engaging organization where Black students can build community, develop leadership skills, access opportunities, participate in service and advocacy, and stay connected throughout their school years.

Scope of Work

- Maintain ongoing relationships with BSUs and provide monthly touchpoints for peer support.
- Build and maintain a network of students to promote activities and events.

- Plan, coordinate, implement, and evaluate a minimum of 3 youth programs and events serving middle and high school students in alignment with BBPU strategic goals and organizational capacity.
- Support launch of the BBPU Youth Advisory Committee
- Coordinate with BBPU partners and identify new partners for youth programs
- Provide facilitation support to the Beaverton Black Empowerment Alliance leadership development program.
- Identify and implement strategies to deepen trusted relationships with students, parents and families

Contractor Responsibilities

To perform these tasks, the contractor is expected to:

- Manage projects from beginning to end, including timelines, task assignments, deadlines, logistics, communication, staffing, and follow-up.
- Maintain organized project-management systems, calendars, program documentation, and participation records.
- Independently identify next steps and move projects forward without requiring continuous direction.
- Communicate regularly with BBPU leadership and staff regarding progress, challenges, deadlines, and program needs.
- Work closely and collaboratively with the Youth Engagement Coordinator and Volunteer Coordinator and others on the Youth Empowerment Organizing Team.
- Manage ongoing communication with BBPU Black Student Network, school outreach, BSUs, newsletters, and community announcements.
- Connect students with service-learning hours, leadership development, scholarships, advocacy, organizing, cultural activities, and community opportunities.
- Help establish Umoja Commons as a welcoming third space where students can gather, build relationships, participate in enrichment activities, and feel connected to community.
- Coordinate volunteer and instructor needs with the Volunteer Coordinator and help build repeatable systems for recurring youth programs.
- Collect student participation data, feedback, and evaluations to improve programs and measure impact.

Key Goals

The Youth Engagement Coordinator will help BBPU:

- Build a strong middle school-to-high school youth engagement pipeline.
- Reach 50% of participating schools' BSU membership through the BBPU Black Student Network.
- Have representation from each Beaverton School District high school at BBPU youth events and activities.

- Successfully plan, coordinate, and implement youth leadership programming and BBPU Youth Advisory Council meetings and activities.
- Increase repeat student participation in BBPU programs.
- Create consistent opportunities for leadership, service, advocacy, enrichment, and social connection.
- Establish BBPU as a trusted hub for student opportunities, information, and community.

Required Skills & Qualifications

- Strong project management and task-management skills with the ability to take projects from concept through completion.
- Demonstrated self-direction, initiative, accountability, and follow-through.
- Ability to manage multiple projects, priorities, and deadlines.
- Strong written and verbal communication skills.
- Strong relationship-building skills with youth, families, school partners, volunteers, and community members.
- Organized, dependable, detail-oriented, and able to anticipate needs.
- Experience developing, coordinating, or facilitating youth, school, community, or nonprofit programs.
- Passion for Black youth leadership, cultural identity, belonging, advocacy, and community building.
- Lived experiences within the Black community and/or experience within a family raising Black children.
- Ability to work independently while communicating closely and consistently with the BBPU team.

Desired Skills & Qualifications

- Familiarity with Black Student Unions
- Familiarity with Washington County School Districts (Beaverton, Hillsboro, Tigard-Tualatin, etc.)
- Ability to independently get to local high schools during the school day.
- Relationships or experience working with organizations that serve the Black community

Working Conditions

- About 50% remote, with occasional in-person meetings or events in the Beaverton and Washington County area.
- Flexible schedule, with some evening or weekend availability as needed.

Compensation

- $25 per hour, approximately 15-20 hours per week, as a part-time contractor.

How to Apply

Interested candidates should submit a resume and brief statement of interest describing their relevant experience and connection to the mission of Beaverton Black People's Union (BBPU).

Please email your application materials to **umoja@bbpu.org**.