

## Youth Partner

### Position Description | 2022

#### **Organization Background**

Rise Above Colorado (RAC) is a statewide prevention organization that measurably impacts teen perceptions and attitudes about the risks of substance misuse to empower youth to make healthy connections, decisions, and change. Rise Above Colorado collaborates with teens, educators, community leaders, and prevention partners to provide credible, teen-centered data using the Science of the Positive to correct misperceptions about substance use. Rise Above Colorado was launched by the founders of the Colorado Meth Project in 2014 and our vision is to empower youth to realize their full potential by gaining the knowledge and skills to make positive choices for their future.

#### **Position Overview**

The essence of this position is to bring youth voice into action. Youth Partners bring unique perspectives, interests, and experiences to the organization, which ensures constant opportunities to be relevant, creative, and honest.

Rise Above Colorado (RAC) employs two part-time (10-15 hours / week) Youth Partners who fulfill two main functions: 1) to ensure that youth voice is represented within RAC and its programs so that the organization remains responsive and relevant to the young people it aims to serve, and 2) work with full-time staff to identify and implement projects that support the organization's programmatic objectives. Defined project areas for the Youth Partner are developed collaboratively, to best meet the needs of Rise Above Colorado and the Youth Partners' individual strengths and interests.

The Youth Partner position is envisioned as a year-round position and a multi-year commitment is preferred to enable Youth Partners to take deeper ownership of selected projects. During the first several months of employment, the Youth Partner will have the opportunity to work alongside full-time staff members to learn key components of the organization. This collaboration will help provide insight to enable the Youth Partner to select an in-depth project. The Youth Partners' time will be shared between

this project implementation and providing ongoing youth input to other organizational initiatives.

Youth Partners bring a young perspective into the organization. The Youth Partner works with all other members of Rise Above Colorado team as well as its board of directors, the Teen Action Council, and key community partner agencies' representatives. One of Rise Above Colorado's Youth Partners also serves as the appointed youth representative to Colorado's Substance Abuse Trend and Response Task Force. The Youth Partner reports directly to the Manager of Youth Engagement. The Youth Partner learns and applies youth development theories such as Positive Youth Development. As an equal member of the staff team, the Youth Partners' opinions and experiences will be honored by all staff, and the Youth Partners will work to provide honest feedback. Youth input is built into staff processes and decision-making and Youth Partners have a dedicated weekly forum to share feedback at staff meetings. This position supports Rise Above Colorado's:

- Partner Collaboration
- Statewide Youth Engagement
- Educational Resource Support
- Teen Action Council Building
- External Communications & Campaign Development and Implementation
- Organizational Administration

Specific projects and tasks within these core functions are developed collaboratively and updated regularly to meet the organization's and Youth Partners' needs.

### **Position Details and Qualifications**

#### **Position Logistics**

Youth Partner positions are reserved for candidates 25 years of age and younger. This position reports to the Manager of Youth Engagement. The work is primarily done off-site (remotely), with periodic in-person activities that may include weekly in-office work days in Broomfield, quarterly Teen Action Council meetings in Denver, in-person board meetings four times each year in Denver, and occasional meetings with community partners if needed. Youth Partners also have the opportunity to join other Rise Above

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Colorado staff members on statewide work travel as their assigned projects and availability allow.

Youth Partners typically use their own computers and phones for business purposes, with an annual equipment stipend to offset related costs. Rise Above Colorado can make other arrangements to enable Youth Partner engagement as needed (for example, loaning a laptop for work needs).

### **Preferred Skills and Knowledge**

Rise Above Colorado (RAC) will support Youth Partners with on-the-job training and coaching in specific content areas. Strong candidates will be able to demonstrate the following general experience, skills, and knowledge to effectively perform the required projects and tasks of the position:

- Passion for peer education and advocacy
- Background in youth engagement activities (either as a participant or leader)
- Oral and written communication skills, including: listening, presenting, and providing input
- Interpersonal / relationship building skills
- Familiarity with using social media, such as Facebook, Twitter, and Instagram
- A spirit of creativity, adaptability, and critical thinking
- Strong work ethic and accountability

### **Projects and Tasks**

The following project areas and tasks are delegated between Rise Above Colorado's (RAC) two Youth Partner positions based on strengths, needs, and interests. During a Youth Partner's onboarding and orientation period they will receive mentor support from their fellow Youth Partner as well as a schedule, co-created with the Youth Engagement Manager, of skill building and project opportunities involving the project areas listed below. Following the onboarding and orientation period, a Youth Partner will have the opportunity to focus in on one or a small handful of the project areas listed below.

**Partner Collaboration:** The Youth Partner participates in various collaborative efforts as a key team member, representing both youth voice and Rise Above Colorado (RAC) in

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these partnerships. RAC will support Youth Partners’ knowledge and skill-building in public speaking and presenting.

Substance Abuse Trend and Response Task Force (SATF)	One designated Rise Above Colorado Youth Partner is an appointed member of the SATF and attends quarterly SATF meetings on behalf of Rise Above Colorado. In this role, the Youth Partner is an official voting member of the task force and is responsible to provide a youth perspective.
Colorado Constellation Project (CCP)	Collaborating with Rise Above Colorado’s (RAC) Community Partnership Coordinator, the Youth Partner works with Rise Above Colorado’s network of key partners across the state (Constellation Partners) to infuse a youth voice into RAC approaches, while also helping partners engage local youth in the CCP.

**Statewide Youth Engagement:** The Youth Partner works collaboratively with the Manager of Communications & Community Partnership to inform, create, and disseminate youth engagement resources for youth-serving professionals. Rise Above Colorado (RAC) will support Youth Partners’ knowledge and skill-building in effective meeting and group facilitation.

PYD Trainings	The Youth Partner supports community partners through technical assistance and advice around youth engagement and applying Positive Youth Development approaches.
Youth Employee & Leader Empowerment Training System - (YEETS)	The Youth Partner participates in quarterly YEETS evaluation meetings and will have access to the full catalog of YEETS trainings.
Youth-to-Youth Collaboration	The Youth Partner participates in other youth collaboration opportunities, such as statewide youth summit planning, to contribute to and learn from youth engagement best practices. In addition, Rise Above Colorado’s two Youth Partners will regularly meet to collaborate and support each others’ project assignments.

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**Teen Action Council Building:** The Youth Partner works collaboratively with the Manager of Youth Engagement to effectively implement best practices and communicate and lead the Rise Above Colorado (RAC) Teen Action Council (TAC). By creating a positive, safe, and inclusive environment, the Youth Partner helps ensure TAC’s perspectives are embedded within RAC. RAC will support Youth Partners’ knowledge and skill-building in youth advocacy and engagement best practices.

Teen Action Council Meetings	The Youth Partner co-leads quarterly statewide Teen Action Council (TAC) meetings and/or Denver Teen Action Council (DTAC) meetings and works with the Manager of Youth Engagement to engage TAC & DTAC leaders in meeting development and facilitation.
Alumni Relations	The Youth Partner will research, develop, and implement strategies to engage former Teen Action Council & Denver Teen Action Council members with Rise Above Colorado.

**External Communications & Campaign Development and Implementation:** To help inform and promote Rise Above Colorado’s communications efforts and social media campaigns, the Youth Partner utilizes various social media platforms, including Facebook and Instagram. The Youth Partner works with the Director of Campaigns & Media to involve direct youth contribution on Rise Above Colorado’s social media platforms through strategy development and content facilitation. Rise Above Colorado will support Youth Partners’ knowledge and skill-building in campaign strategies, social media implementation, and communications processes (brand standards, annual communications plan, etc.).

Social Media	The Youth Partner develops ways to amplify youth voices on Rise Above Colorado social media platforms, including content calendar development and post boosting for the Lead The Change Colorado Instagram page.
Campaign “Activation”	The Youth Partner supports the development and implementation of campaign “activation” ideas, which is the real-world application of the campaign – putting the message into action.

**Educational Resource Support:** To ensure youth-friendly and relevant educational resources, the Youth Partner reviews and offers feedback on the development of new educational resources and updating of existing resources. Rise Above Colorado will support Youth Partners’ knowledge and skill-building in prevention science and substance misuse concepts.

Peer Facilitation	The Youth Partner identifies opportunities for youth leadership and facilitation of Rise Above Colorado resources and helps inform Rise Above Colorado’s development of appropriate tools to support these opportunities (e.g. facilitator’s guides, training, etc.)
Youth and Adult Training	The Youth Partner supports other peer leaders, including Teen Action Council members, as well as adult community partners in their youth education and advocacy efforts through group training and one-on-one technical assistance.

**General Organizational Administration and Other Tasks as Assigned:** Youth Partners are expected to participate in relevant aspects of organizational administration to understand the larger context of the organization’s activities. From time to time, Youth Partners are also consulted to provide feedback on other Rise Above Colorado (RAC) activities and products. The following list of activities are required tasks of both Youth Partners. RAC will support Youth Partners’ general understanding of the nonprofit sector including professional communications, engagement with the board of directors, and opportunities to interact with a variety of external partners.

Board of Directors Meetings	To promote youth voice and perspective at all levels of the organization, Youth Partners will engage with members of the Rise Above Colorado board of directors through board meeting participation, providing relevant input / presentations as needed.
Staff Meetings	Youth Partners are expected to attend weekly staff meetings, in person or remotely, in order to stay connected with the full-time team, stay up to date on current projects from other team members and share progress on their own projects.
Weekly Supervisor Check-in Meetings	Youth Partners are expected to have weekly check in meetings with the Manager of Youth Engagement to update on tasks and goals for the week. These meetings will be a time for two-way information sharing and collaboration on current and upcoming projects.

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Weekly Youth Partner Check-in Meetings	Youth Partners are expected to have weekly check in meetings with each other, offering a space for peer mentoring and collaborative youth input on Rise Above Colorado projects and discussions.
Email	Youth Partners are expected to be timely and responsive to emails, which means responding to emails within 72 hours or 3 business days based on their part-time work schedules.
Work Schedule	Youth Partners shall dedicate time and effort to work in the office during the week. Office time is extremely valuable to collaborate and learn from other members in the office. Rise Above Colorado attempts to accommodate this by scheduling shared staff meeting times and office hours around the Youth Partners' schedule. Youth Partners are also expected to maintain a consistent work schedule, updating their Rise Above Colorado Outlook calendar to reflect that work schedule, and communicating in advance if expected hours will change on a week-to-week basis. At least half of scheduled work hours should occur within normal business hours (i.e. 9am-5pm, M-F) to assist in collaborating with internal and external team members. Youth Partners shall update time log on time for payroll purposes.
Professional Development	Youth Partners will work with the Manager of Youth Engagement to create a professional development plan and attend, at minimum, one Positive Youth Development related training and quarterly trainings from the Youth Employee Empowerment Training System (YEETS) as relevant.

### **Compensation**

This is a part-time, year-round position for approximately 10-15 hours per week, paying \$18 per hour. As a part-time position there are no health benefits offered. Rise Above Colorado will also provide:

- Reimbursement for approved work-related travel beyond the regular office commute
  - Yearly \$100 equipment stipend
  - Office supplies
  - Personal and professional development opportunities
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- Flexible and accommodating scheduling
- Supportive and team-oriented working environment with opportunities for relationship-building both within RAC and with its network of partners

### To Apply

Submit a cover letter and résumé, with references, to Ben Edwards, Manager of Youth Engagement ([ben@riseaboveco.org](mailto:ben@riseaboveco.org)). The position will remain open until filled, with priority consideration given to applications received by May 20, 2022.

***\*\*Due to the current COVID-19 pandemic containment efforts, Rise Above Colorado's leadership will evaluate its COVID-19 policy on a regular basis, relying on guidance from local, state, and national public health agencies, in order to do our part to help maintain the health and wellbeing of our team and our communities.***

### Resources to better understand terminology

- **Positive Youth Development:**
    - Strengths Based:
      - <https://sites.google.com/state.co.us/pydination/home/strengths-based?authuser=0>
    - Inclusive:
      - <https://sites.google.com/state.co.us/pydination/home/inclusive?authuser=0>
    - Youth As Partners
      - <https://sites.google.com/state.co.us/pydination/home/youth-as-partners?authuser=0>
    - Collaborative
      - <https://sites.google.com/state.co.us/pydination/home/collaborative?authuser=0>
    - Sustainable
      - <https://sites.google.com/state.co.us/pydination/home/sustainable?authuser=0>
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- Substance Abuse Trend & Response Taskforce: <https://coag.gov/task-force/>
  - The Science of the Positive: <https://www.montanainstitute.com/what-is-the-science-of-the-positive#:~:text=The%20Science%20of%20the%20Positive%20is%20the%20study%20of%20how,agencies%2C%20communities%2C%20and%20businesses.>
  - Healthy Outcomes from Positive Experiences (HOPE):  
<https://positiveexperience.org/about-us/>
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