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**Title:** Youth & Community Program Coordinator      **Status:** Full-Time  
**Reports to:** Executive Director      **Salary:** \$17-\$20 hourly/DOQ

The Youth & Community Program Coordinator will ensure implementation and success of youth and community programs. This individual works with the DWH team to ensure youth receive quality programming related to mission; is the primary contact for youth programs; communicates with youth and community regularly; and supports community engagement by fielding incoming community inquiries and requests. Summer programs are primarily at the Hugo farm. The ideal candidate is a self-motivated individual who has a strong passion for Native youth and community development, including mentoring and collaboration efforts.

**Responsibilities & Expectations:**

- Build positive relationships with key partners, funders, community members and participants
- Work effectively with program team to ensure program goals and objectives are achieved
- Coordinate summer youth education programs, including: lead communication, recruitment and supervision, curriculum implementation, supply and equipment needs, daily schedules and activities, enforce behavior and policy guidelines, evaluations and reporting, database entry and tracking
- Lead contact for youth, families and community requests for farm tours/visits and community events
- Provide training in advocacy and public speaking skills to youth leaders to become advocates in their communities for food sovereignty and food justice
- Organize and mobilize youth: communicate with youth in advance about events, provide youth transportation to/from Hugo Farm, follow best practices in quality youth programming
- Participate in community outreach, engagement and educational events
- Collaborate with the Farm Manager for youth farm activities and with the Nutrition Coordinator about food demos at events, program meals, and hands-on cooking opportunities
- Coordinate meeting preparation, logistics and communications with participants and staff
- Attend regular staff trainings and team meetings, and provide regular program updates
- Assist with grant proposal and reporting process, including monitoring budget and tracking expenses
- Fulfill administrative duties associated with the job
- Assist in programming activities and other duties as assigned
- Must be willing to adapt to change and meet organizational and community needs

**Qualifications:**

- Two or Four year degree or equivalent experience required
- Demonstrated knowledge of program management and evaluation methods
- Demonstrated ability to manage grant/contract work plans, objectives, budgets and reporting
- Ensure that program activities are consistent with mission, cultural values and organic principles
- Ability to communicate effectively and work collaboratively with staff and partners
- Must pass a background check and have a valid driver's license
- Experience or willingness to learn Google Workspace, Zoom, and other virtual platforms
- Experience working with Native American youth and community

Some travel required, including to/from Hugo Farm. Must have ability to transport youth using a passenger van, work outdoors; sit/stand for long periods of time; lift 40 lbs; flexibility to work evenings and weekends.

To Apply: Submit cover letter and resume to Bryan at [Bryan@dreamofwildhealth.org](mailto:Bryan@dreamofwildhealth.org). Open until filled.

*Mission: To restore health and well-being in the Native community by recovering knowledge of and access to healthy Indigenous foods, medicines and lifeways. [www.dreamofwildhealth.org](http://www.dreamofwildhealth.org)*