



About the job

The United States Youth Forum (USYF) is looking to recruit passionate young people who would like to have hands-on experience building a youth organization. This is an excellent chance to build a variety of skills in a non-hierarchical setting. Your responsibility is to be the Programs Coordinator on behalf of USYF. As the coordinator for our programs team, you will work directly with the Executive Director and leadership team at USYF. You will be responsible for developing USYF program initiatives, managing USYF events, and coordinating with USYF volunteers.

About Us

As the last few years have demonstrated, young people in America contain an incredible passion for making the world a better place and ensuring a more secure future. From leading the global climate movement, to campaigning for common-sense gun reform, to being a part of the most politically active generation of young people. This generation is highly motivated, committed in their beliefs, and ready to fight for change. In March 2021, in this environment, the United States Youth Forum (USYF) was founded with the goal to amplify youth voices and connect young people together. Our mission as a youth-founded and youth-led organization is to empower young people to connect with their local communities, as well as to share their perspectives and engage in dialogue with each other.

About You

- You are passionate about supporting youth
- You are well-organized and able to work remotely
- You are willing to bring a variety of skills to the table
- You find the challenge of working in a new organization exciting
- You fit within the vision of a youth-led organization.
- You are able to communicate clearly and effectively

Your Tasks

- Relationship-building with USYF members
- Spear-heading USYF program initiatives
- Developing event agendas
- Outreach to potential partners and contacts
- Brainstorming new events and programs
- Maintaining a member management database
- Coordinating with USYF volunteers
- Assisting in chapter outreach
- Building a contact list
- Other various administrative duties

Part-time hours: 10-15 per week

This role is voluntary and requires no prior experience, though previous work in politics, the non-profit sector, and/or communications would be helpful.

The United States Youth Forum is a non-partisan organization and we welcome inquiries from all well-qualified applicants, regardless of race, nationality, religion, gender, gender identity, or sexual orientation.