



# INSTITUTO FAMILIAR DE LA RAZA, INC.

Job Description

## **RTP Youth Advocate**

Roadmap to Peace Initiative

*Rate of Pay is \$17.00- \$17.68 per hour*

### **JOB/PRGRAM DESCRIPTION:**

The Roadmap to Peace (RTP) is the collective effort of community stakeholders including residents, business, non-profit providers, faith, families, youth, government, schools, and others stakeholders to address the needs of 500 Latino/a disconnected youth ages 13-24 citywide..

The Youth Advocate works closely with the RTP initiative partners to bring about social change and improve the quality of life for US born and Immigrant Latina/o at youth that are out-of-school and/or system-touched and in risk for gun use and at risk for violence in the City and County of San Francisco. The qualified candidate must be between the ages of eighteen to twenty-four and must be bi-lingual in both English and Spanish.

The Director of the Roadmap to Peace Initiative supervises this position; the Youth Advocate will help the Initiative Director and Community Builder/Planner to integrate youth leadership in the Service Network, Community Building, and Policy Advocacy strategies.

### **Essential Job Duties**

*Responsibilities include but are not limited to the following:*

- Build links between US born and immigrant youth/transition age youth (13-24 yrs. old) and the Roadmap to Peace Initiative (RTP)
- Actively engage in outreach, recruitment and orientation efforts to engage RTP target population into services
- Coordinate with care managers and partners to facilitate a pathway for RTP participants into youth leadership activities such as Youth Warriors, community building, policy advocacy
- Help lead the development, coordination, and implementation of RTP youth leadership and empowerment activities, including Youth Warriors and other youth leadership, community building, and policy advocacy work
- Provide training, development, and mentoring to RTP youth leaders
- Assist in the planning, coordination, and implementation of community meetings and events related to RTP, including but not limited to Youth Summit and Community Town Hall Meetings.
- Research, design, and implement a youth leadership social justice curriculum with the RTP Youth Warriors component' and RTP participants in general
- Assist and participate in the youth informed evaluation processes, including youth focus groups, one to one interviews and feedback sessions
- Build working relationships with ally youth organizations and community groups for potential partnerships
- Represent RTP at local community youth meetings, commissions, boards as needed
- Support Youth Voices with Steering Committee and recruit, orient, train, and mentor Youth Warrior TAY Steering Committee members
- Conduct general administrative duties such as filing, meeting minute taking, photocopying, and business correspondence as needed to support RTP activities and events;
- Attend conferences, workshops, and other related functions to learn about new developments in peace making, resiliency, restorative justice and trauma informed systems
- Help raise public awareness on issues relevant to Latino/a youth in San Francisco

## Required Skills:

- Must be between the ages of 18 – 24 years old;
- Motivated, a self-starter and problem solver, can work independently;
- Responsible, Conscientious, Strong Work Ethic;
- Strong reading and writing skills;
- Strong organizational and communication skills – able to interact easily with Youth/TAY as well as with adults (in Spanish and English);
- Able to mentor, develop and empower RTP youth
- Manages time wisely & completes tasks on time;
- Attention to detail;
- Knowledge of working social media applications
- Able to work a phone/photocopy machine, computer and Microsoft office suite
- Community-minded individual
- Bilingual (Spanish/English)
- Knowledgeable of San Francisco
- Knowledgeable of youth at risk/in-risk experience
- Committed to a healthy lifestyle
- Knowledge of social justice and youth justice landscape;

## Preferred Skills:

- Bicultural (Latino/other)
- Knowledge of juvenile justice and experience with in/at risk Latina/o youth population
- Commitment to social, economic and environmental justice, bottom-up social change and building social movements;
- Current enrollment in school, educational or vocational program

## EDUCATION, CERTIFICATIONS AND LICENSES

High School diploma / GED or equivalent;  
Must pass Department of Justice Fingerprint screening  
Annual (TB) tuberculosis testing

## COMPENSATION AND BENEFITS

Rate of pay is \$17.00-\$17.68 per hour, full-time position (35 hours / week) benefited position

## PHYSICAL DEMANDS:

*The physical demands described here are representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions*

- Good general health, physical stamina and emotional stability are essential
- Ability to hear within normal range, and communicate effectively in person or via telephone in a manner which can be understood by those with whom the person is speaking, including a diverse population
- Requires physical ability to sit at key board for short periods of time and manual dexterity to operate word processing equipment with skill, speed and accuracy
- Ability to move quickly to address emergency or potentially dangerous situations

- Ability to move about the building and the organization as needed
- Ability to use public and/or private modes of transportation, duties are office based, but travel to various offsite venues is required
- On occasion must lift up to 10 LBS

*Must submit a resume, cover letter and 2 references (one professional and one community reference)  
Position available until filled*

*Please submit resume to: Ana Varinia Esquivel, Human Resource Manager at: [ana.esquivel@ifrsf.org](mailto:ana.esquivel@ifrsf.org)*