

**Youth Programs Organizer  
Job Description  
April 2021**



**Organizational Overview**

GreenRoots, Inc., is a grassroots community-based organization with a 25-year track record of achieving significant environmental justice accomplishments and public health victories in Chelsea, Massachusetts and the Greater Boston region. The mission of GreenRoots is to achieve environmental justice and greater quality of life through collective action, unity, education and youth leadership across neighborhoods and communities. We do so through deep community engagement and empowerment, youth leadership and implementation of innovative projects and campaigns.

**Job Overview**

GreenRoots is seeking a full-time Youth Programs Organizer (YPO) to support the work of the 7-member Environmental Chelsea Organizers (ECO) Youth Crew, GreenRoots Junior Organizer, GreenRoots Urban Farm Crew and other seasonal youth employees and interns. The ideal candidate must have experience working with youth and community resources serving youth. The YPO will provide support to young people on a year round basis and will serve as a link to mental health, social services, and community resources for the youth. The YPO will empower ECO and their peers to develop and implement their own workplans, youth-led activities and events and other youth-led programming and campaigns. The YPO will support the youth in identifying tutoring and mentoring support for academic achievement; and assisting with college application processes.

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

- Support the work of the ECO Crew, Junior Organizer and Urban Farm Crew to develop and carry out youth-led programming and campaigns.
- Provide support, make connections and refer youth to community resources.
- Assist youth in broadening skills, resume building, obtaining necessary resources such as tutoring and mentoring assistance and applying for college or jobs.
- Outreach to and build relationships with community residents, parents, youth, teachers, businesses, churches and civic groups using a variety of outreach methods including one-on-one meetings, door knocking, attending community and school meetings, flyer creation and distribution, and other methods.
- Work with youth to further develop leadership skills.
- Organize and run meetings and events.
- Coordinate projects with city agencies and other community based agencies.
- Plan, coordinate and/or provide assistance for special programs and events.
- Provide assistance/guidance to volunteers.
- Participate in appropriate coalitions.
- Other youth-related work, as directed.
- Support and work with other GreenRoots programs as necessary.

**Qualifications:**

- High School diploma required. Bachelor's degree or higher recommended.
- Minimum of 2 years of youth work related experience

- Commitment to social justice and youth empowerment efforts a must
- Completed youth leadership/ youth work trainings preferred
- Bilingual (Spanish/ English) preferred
- Experience working in Chelsea, a plus
- Experience with youth employment initiatives and enrichment program, a plus
- Good computer skills - Microsoft Office, e-mail, database software, desktop publishing a plus
- Knowledgeable about academic, employment, mental health and other community resources for youth
- Strong verbal and written skills
- Strong organizational and interpersonal skills
- Program management experience
- Ability to work in a team, as well as to take initiative and work independently
- Quick learner
- Ability to handle multiple and complex projects
- Ability to work with a diverse range of people and to motivate them to become involved in community work
- Enthusiastic, flexible, self-motivated, dependable, responsible and creative.
- Ability to work evenings and weekends

<b>Job Type:</b>	<b>Compensation:</b>	<b>Benefits:</b>	<b>Work Remotely:</b>	<b>Schedule:</b>
Full-time (35 hrs. per week)	\$40,000 to \$50,000 a year	<ul style="list-style-type: none"> <li>• 401(k); 5% Match</li> <li>• Dental insurance</li> <li>• Disability insurance</li> <li>• Health insurance</li> <li>• Wellness Bonus</li> <li>• Paid time off (up to 32 days)</li> <li>• Federal &amp; State Holidays</li> </ul>	Temporarily Available Current Hybrid Model <ul style="list-style-type: none"> <li>• 2 days in-person</li> <li>• 2 days' remote</li> </ul>	Monday to Thursday with some evening and weekend commitments

**To Apply:**

Bilingual Chelsea and East Boston residents, people of color, indigenous people, immigrants, LGBTQ, gender non-conforming and women are strongly encouraged to apply.

Please send cover letter, writing or graphic design sample and resume to:

Roseann Bongiovanni  
[RoseannB@GreenRootsChelsea.org](mailto:RoseannB@GreenRootsChelsea.org)

*Accepting applications until position is filled.*