



Title: Project Specialist of Civic Engagement
Classification: Full-Time, Nonexempt, Hourly
Reports to: Program Manager of Civic Engagement

THE POSITION

The Program Specialist supports the implementation of civic engagement projects that strengthen youth voice, leadership, and participation in their communities. This role coordinates assigned projects, facilitates youth programming, supports partnerships with schools and community organizations, and helps youth connect what they learn to meaningful opportunities for community engagement and advocacy.

The Program Specialist works closely with the Civic Engagement team to ensure projects are organized, youth-centered, and aligned with program goals and outcomes.

KEY RESPONSIBILITIES

Project Coordination & Implementation

- Lead coordination and execution of assigned projects, including timelines, deliverables, and logistics.
- Support implementation of program components across sites to ensure consistency and quality.
- Develop and adapt project materials, tools, resources, and implementation supports needed to meet project goals and deliverables.
- Translate project goals and requirements into practical activities, resources, and implementation strategies.
- Collaborate with internal teams to align project goals, expectations, and outcomes.
- Identify and address implementation challenges, proactively adjusting plans as needed.
- Maintain project documentation, including plans, trackers, and reporting tools.

Youth Program Support, Curriculum & Facilitation.

- Support and/or facilitate program curriculum as needed to meet project goals.
- Ensure programming aligns with youth development best practices, including culturally responsive, trauma-informed, and strengths-based approaches.
- Support the development and adaptation of curriculum, lessons, activities, and youth facing resources to meet project goals.
- Assist in developing youth leadership opportunities within program activities.
- Support youth engagement strategies that strengthen participation and retention.

Partnerships & Stakeholder Engagement

- Build and maintain relationships with school sites, community partners, and stakeholders.
- Coordinate with administrators, educators, and partner organizations to support project implementation. Represent the organization in meetings, training, and community spaces as needed.
- Support communication between internal teams and external partners to ensure alignment.
- Gather feedback from youth, partners, and internal teams to inform the development and refinement of project activities and materials.

Data, Evaluation & Quality Improvement

- Track project progress, participation data, and key performance indicators.
- Support data collection efforts including surveys, attendance, and outcome tracking.

- Assist in preparing reports and summaries for internal and external stakeholders.
- Identify trends and contribute to continuous quality improvement efforts.
- Use participant feedback, program data, and implementation learnings to recommend and make improvements to curriculum, materials, and project activities.

Administrative & Operational Support

- Maintain organized records, calendars, and communication systems.
- Ensure timely and consistent communication across platforms (Teams, email, shared systems).
- Support procurement and preparation of materials and resources for project implementation.
- Maintain confidentiality and comply with organizational, district, and privacy requirements.
- Other duties as assigned.

QUALIFICATIONS

Education:

- Bachelor's degree from accredited college/university preferred or equivalent experience.

Experience:

- Minimum one year experience facilitating classes with youth.
- Minimum two years of civic engagement experience preferred.

Skills, Abilities & Knowledge:

- Strong interpersonal skills, including empathy, patience, active listening, tact, and diplomacy.
- Effective verbal and written communication skills, with the ability to communicate complex concepts and issues in clear, accessible ways.
- Strong presentation and group facilitation skills in both in-person and virtual settings.
- Ability to engage and build rapport with diverse youth, community partners, and stakeholders.
- Strong project coordination, organization, and time-management skills, including the ability to manage multiple projects, priorities, and deadlines.
- Ability to develop and adapt curriculum, activities, project materials, and resources based on program and project needs.
- Strong critical thinking, problem-solving, and decision-making skills.
- Ability to exercise sound judgment and respond appropriately to changing project and program needs.
- Self-directed and proactive, with the ability to initiate and complete work with minimal direction.
- Ability to work effectively both independently and collaboratively within a team environment.
- Ability to develop a strong working knowledge of PRO Youth & Families programs, initiatives, and civic engagement efforts.
- Strong attention to detail, follow-through, and documentation skills.
- Proficiency in Microsoft Office and other technology platforms used for communication, project coordination, and program implementation.
- Ability to maintain professionalism, appropriate boundaries, discretion, and confidentiality.

OTHER REQUIREMENTS

- Capable of providing verification of employment eligibility.
- Upon a conditional offer of employment, the candidate will complete a criminal background check, including California DOJ fingerprint clearance (LiveScan). FBI fingerprint clearance may also be required, depending on program site and partner requirements.
- Possess a Valid California Driver's license and proof of current vehicle insurance.
- Maintain access to reliable transportation to and from a variety of work locations.
- Regular mandated reporter training will be required.
- Mandatory program/job requirement training.
- Regular weekly travel is required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High level of concentration and attention to detail for extended periods of time.
- Ability to communicate effectively using all methods of communication with individuals in the organization at all levels, outside agencies, partner organizations and consultants.
- Ability to quickly organize and communicate thoughts and to understand communications from others.
- Complex reading and writing skills with the ability to read, proof, and analyze complex documents.
- Ability to see, hear, and talk clearly to receive and give instructions to others.
- Ability to work independently, with others, around others, have verbal contact with others, face-to-face contact with others, and prioritize work and make decisions.
- Occasionally, the employee will be required to perform work out of the office or other facilities.
- This is sedentary work in an office setting. While performing the duties of this job, the employee is frequently required to stand, sit, walk, stoop, talk, hear, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and or carry up to 25 lbs.
- The employee frequently is required to use hands and fingers to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

LOCATION AND HOURS

Our typical business hours are Monday through Friday, 8:30am to 5:00pm. This position requires flexibility to meet organizational needs. Availability outside of standard hours, including evenings and weekends, may be required to support operations, events, or urgent matters.

This position is based in our Sacramento offices with an expectation of regular in-person presence to support our team, operations, and program development. Remote or hybrid work arrangements may be approved on an individual basis, aligned with organizational needs and leadership approval.

PRO Youth is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or other characteristic protected by applicable federal, state, or local laws and ordinances. PRO Youth's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.