



Title: Youth Engagement Fellow, Board Liaison
Classification: Part-Time, Nonexempt, Hourly
Reports to: Program Manager

THE POSITION

The Youth Engagement Fellowship is a program hosted by PRO Youth and Families, Inc. As a liaison between students and the Sacramento County Office of Education (SCOE), the Fellow's role is essential in providing valuable insight within the educational system and an opportunity to develop professionally while operating in a SCOE department.

The Youth Engagement Fellowship program is an opportunity that provides fellows with an inside view of school system operations and the chance to work within SCOE programs, offices, and school sites. Fellows will gain knowledge of educational programs and the diverse range of students and families served by SCOE. This experience also provides fellows with the skills and knowledge necessary to excel in future educational or leadership roles. Participation in the Youth Fellowship allows up to 26 hours a week for meetings and scheduled training, as well as completion of individual assignments and projects. Ongoing mentorship and training will be provided prior to and during work implementation.

KEY RESPONSIBILITIES

Professionalism & Collaboration

- Establish and maintain effective working relationships with co-workers, community partners, organizational leaders, school administrators, and youth.
- Represent SCOE and PRO Youth and Families in a professional manner.
- Demonstrate professionalism through timeliness, demeanor, communication, and appropriate workplace attire.
- Attend and actively participate in in-person trainings, meetings, and events hosted by PRO and SCOE.
- Maintain an organized and detailed calendar of meetings, activities, projects, and responsibilities.

Board Engagement & Youth Voice

- Review SCOE Board meeting agendas and supporting materials in preparation for meetings.
- Develop comments, updates, and reports that communicate relevant youth perspectives and fellowship activities to the SCOE Board.
- Attend and participate in SCOE Board meetings.
- Attend and participate in relevant SCOE Board activities and events.
- Identify opportunities to authentically incorporate student and youth perspectives into Board-related discussions and activities.
- Prepare and present monthly and annual reports to the SCOE Board with appropriate guidance and support.

Projects & Professional Learning

- Engage in projects and assignments identified by PRO and SCOE staff.
- Participate in projects identified by the Assistant Superintendent and College and Career team.
- Propose, develop, and complete a project connected to the needs, interests, or experiences of students enrolled in SCOE schools or programs.
- Facilitate and complete assigned project activities and tasks.
- Develop professional skills related to educational leadership, public speaking, project management, communication, and collaboration.

Mentorship & Leadership Engagement

- Participate in routine check-ins with SCOE leadership, which may include the Assistant Superintendent, Director of College and Career, Director of SCOE Schools, and SCOE Youth Fellow Program Lead.
- Participate in bi-weekly check-ins with a PRO Youth and Families mentor.
- Seek, receive, and incorporate feedback from mentors and SCOE staff.
- Communicate project progress, challenges, needs, and accomplishments with appropriate staff and supervisors.
- Other duties, as assigned.

QUALIFICATIONS

Education:

- High school diploma or GED required.
- SCOE alumni preferred.

Skills & Abilities:

- Strong judgment and creative problem-solving skills, including conflict resolution.
- Ability to adapt and make thoughtful decisions in a changing environment.
- Interest in youth leadership, education, public service, educational governance, or related fields.
- Willingness to engage with students, educators, administrators, community partners, and organizational leaders.
- Willingness to speak in group settings and develop presentation and public speaking skills.
- Communicate effectively both verbally and in writing, including the ability to explain ideas, experiences, and issues clearly.
- Listen to and represent youth perspectives in a thoughtful and professional manner.
- Work efficiently and effectively as part of a team and independently as a self-starter.
- Apply critical thinking when completing assignments, reviewing information, and participating in projects.
- Manage multiple projects, priorities, meetings, and deadlines.
- Use solution-oriented and strategic thinking when communicating needs and challenges to supervisors and mentors.
- Receive, incorporate, and apply constructive feedback.
- Demonstrate a willingness to develop public speaking and presentation skills.
- Respect and follow established communication protocols within PRO Youth and Families and SCOE.
- Maintain organization, reliability, confidentiality, and accountability.

Knowledge & Demonstrated Experience:

- Written and verbal communication and effective collaboration.
- Public speaking and presentation.
- Youth development principles and practices.
- Educational systems, leadership, and governance.
- Program and project planning.
- Group dynamics, facilitation, and communication.
- Basic data entry, organization, and recordkeeping.
- Developing and presenting clear, engaging information to different audiences.

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.
- 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

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 PRO Youth and SCOE Sacramento offices with an expectation of regular in-person presence to support our team, operations, and program development.

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.