



# Proyecto Pastoral at Dolores Mission

135 North Mission Road, LA, CA 90033  
Phone (323) 881-0018 Fax (323) 268-7228  
www.proyectopastoral.org

## JOB DESCRIPTION

**POSITION:** IMPACTO Youth Advocate  
**LOCATION:** Mendez High School  
**STATUS:** Part-time, temporary (ends June 2017). \$11.50 to \$14.00 depending on experience.  
**HOURS:** 20 hours/weekly  
(Some hours will need to be scheduled during school-day hours daily between 8:00am to 3:00pm)  
**Start date:** ASAP

**POSITION SUMMARY:** The IMPACTO youth advocate will work closely with the Academic Case Manager and Community School at our partner school to implement support programs for student who are high-need. The Youth Advocate will in work with the Academic Case Manager to help facilitate the process of student enrollment and intake process. The Youth Advocate is responsible for assessing each student in the recommended cohort, and working with the Academic Case Manager, the Community School Coordinator, and other partners to best meet the youth's academic and social-emotional needs, including connecting youth to appropriate resources. These resources may include academic case management one-on-ones or group sessions, restorative justice circles, and/or participation in the high potential scholars, to name a few.

### KEY RESPONSIBILITIES

- Facilitate an intake process, assessment with students, and file paperwork on behalf of those they are assisting.
- Coordinate outreach to and provide all educational information regarding the Academic Case Management, community-school model and high potential scholars program to potential youth participants and their parents.
- Provide holistic case management to a designated small caseload of youth, as assigned by the Academic Case Manager.
- Inform students about community and school resources and supports.
- Build relationships and work to align and integrate the IMPACTO work, the Promesa Boyle Heights Community-School approach, and other school-wide priorities.
- Work in collaboration with the Academic Case Manager to communicate effectively with school staff (administrators, teachers and counselors), program tutors, and mentors to determine resources needed for student.
- Work closely with the Promesa Boyle Heights CS Coordinator at the partner school; including participating in weekly core planning meetings with the Promesa BH Community-School Coordinator and monthly Academic partner meetings, and other meetings as deemed necessary by the program director.
- As an important member of the partner-school team, attend relevant school meetings as deemed necessary by the ACM.
- Develop leadership among youth, encourage community involvement and promote a college going culture through workshops, activities, and field trip opportunities.
- Perform other duties as needed and as designated by the program director such as: collaborate with the IMPACTO After-School Site Coordinator, attending field trips, staff development and other IMPACTO meetings.

### SKILLS & ABILITIES

- Ensure a positive working and learning environment.
- Enthusiasm, professionalism and creative initiative.
- Demonstrated success managing a caseload of youth from underserved communities.
- Experience collaborating with multi-team resources and working with various partner organizations to support individual youth and their families.
- Enthusiastic team builder with strong leadership skills including.

- Flexible, resilient, self-starter with a good sense of humor.
- Ability to work flexible hours (ie. evenings and some weekends)
- Ability to speak Spanish preferred, and to interact with and develop relationships with parents.

#### **EXPERIENCE & EDUCATION**

- Bachelor's degree preferred.
- Minimum of 2 yrs. working with youth and community organizations, including knowledge of social services network in the Boyle Heights community.
- Understands the dynamics affecting vulnerable youth populations and their families and has experience with culturally sensitive- solution best approaches.
- Understanding of youth development practices, including a commitment to social justice and youth empowerment.
- Excellent oral and written communications skills with youth and adults
- Must have valid CA driver's license and access to a car

The Youth Advocate reports to the IMPACTO Academic Case Manager and works as part of the IMPACTO youth programs team to provide a high quality program to youth and families in the Boyle Heights and East L.A. community. The Youth Advocate will also be part of the Promesa BH CS team.

To apply, please email cover letter and resume to [impactohire@gmail.com](mailto:impactohire@gmail.com). Also, please visit our website at [www.proyectopastoral.org](http://www.proyectopastoral.org). *Proyecto Pastoral is an equal opportunity employer.*

#### **ADDITIONAL INFORMATION**

##### **ORGANIZATIONAL BACKGROUND:**

**Proyecto Pastoral** was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), emergency shelter combined with support services that help men and women transition into independent living; IMPACTO, an after school academic enrichment program for K-12 youth and the Aliso-Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; Comunidad en Movimiento, focused on civic engagement and leadership development; and Promesa Boyle Heights. Proyecto Pastoral serves over 4,000 children, youth and families.

**Promesa Boyle Heights** is a passionate collaborative of residents, youth, schools, local organizations and public/private institutions working together to realize a vision where: 1) every child has an opportunity to learn, grow and succeed from cradle through college and career; 2) families can live a stable, healthy and fulfilling life; and 3) every individual is empowered to act and create a more just and interdependent community. For more information, visit: [www.promesaboyleheights.org](http://www.promesaboyleheights.org)