



Position Announcement: Youth and Family Advocacy Coordinator

Children's Action Alliance (CAA) is seeking a mission-driven and results oriented individual to serve as Youth and Family Advocacy Coordinator. The ideal candidate will have a strong desire to be a part of systems change through advocacy and to empower advocacy among young people transitioning from foster care and families and kinship caregivers impacted by the foster care system. If you are committed to a mission that makes a difference for kids, youth, and families, come join us at CAA.

[Children's Action Alliance](#) (CAA) has built a 36-year legacy of serving as an independent and nonpartisan advocate for Arizona children at the state capitol and in the community. We work with partners and policy makers to build an Arizona where all children and families thrive. CAA puts brain and heart power to work every day to influence policy and decisions affecting the wellbeing of Arizona children and their families through advocacy, research, media campaigns, coalition building, and community engagement.

Responsibilities:

Be a part of advocating for systems change:

- Identify systemic issues and promote legislative and other reforms to remove barriers to economic security, housing, safety, education, and health for young people who are or have been in foster care
- Develop educational materials, trainings, toolkits and other resources to educate stakeholders
- Communicate with policy makers to advocate for priority policy proposals and facilitate communication between policy makers and youth and kinship caregivers and family
- Conduct policy and systems advocacy orientation and training for young people, kinship caregivers, and community members on topics related to child welfare and the foster care system to ensure their needs are prioritized in system design

Coordinate programming in support of youth and kinship caregivers:

- Recruit young people and kinship caregivers and family to participate in opportunities and programming, including Fostering Advocates Arizona, Opportunity Passport and kinship caregiver advocacy
- Manage programs, including Fostering Advocates Arizona, Opportunity Passport and those related to kinship caregiver advocacy
- Facilitate meetings and events for program participants, contractors, and community members

Manage administrative functions for programs:

- Administer record keeping, payments, reimbursements, and related functions for Opportunity Passport and other programs
- Support program participants by ordering food, transportation, and other needed supports and managing record keeping for expenses
- Develop and submit grant reports
- Develop and distribute surveys, and accurately track and share program data for grants and communications

Qualifications:

- Four years of full-time related work experience or a Bachelor’s Degree is required
- Enthusiasm to change systems and to work with those who are a necessary part of making change including policy makers and people with lived experience
- Experience working with youth, particularly youth who have experienced foster care
- Strong organizational skills and ability to manage multiple projects
- Excellent verbal and written communication skills
- Ability to create power point presentations and make public presentation
- Ability to effectively work with people of diverse backgrounds and ages, including youth
- Ability and willingness to work nights and weekends as needed for community engagement, and to travel at least six times per year to different counties in Arizona
- Strong preference for lived experience perspective to support system-involved youth and families

Compensation:

Starting salary range \$55,000-\$62,000 depending on experience and qualifications. Major medical and dental insurance, life insurance, tuition reimbursement, matching retirement contribution. Competitive leave policies for vacation, sick leave, and earned sabbatical.

Location:

CAA operates a hybrid working environment. This position is expected to work in office/in person two to three days per week and reside in the metro Phoenix area.

HOW TO APPLY

Please email a resume and cover letter to jcontreras@azchildren.org. Applications are due November 21, 2024 and will be reviewed on a rolling basis.

Children’s Action Alliance is an Equal Opportunity Employer. Our organization celebrates the insight and experience that a diverse community of employees brings to our work. We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or other applicable legally protected characteristics by federal, state, or local law.