Intercommunity Justice and Peace Center – YES Coordinator

Intercommunity Justice and Peace Center (IJPC) is seeking a part-time YES Coordinator to lead our Youth Educating Society program for high school and college aged immigrants and allies.

The ideal candidate is a strong leader who is sincere and dedicated to amplifying the voices of youth leaders in the work for comprehensive immigration reform. This position is responsible for organizing and planning large group meetings for 30+ students and training an advisory board of 5-10 in leadership development.

About the Intercommunity Justice and Peace Center (IJPC)
IJPC is a small, dynamic nonprofit organization whose mission is to educate and advocate for peace, challenge unjust local, national and global systems, and promote the creation of a non-violent society. We mobilize people of Greater Cincinnati to raise their voices, take action, and create change. For more information, visit IJPCcincinnati.org

Job Responsibilities
The YES Coordinator is responsible for:
▪ Building relationships with YES members (high school and college age), campus groups, and other nonprofits;
▪ Providing leadership development and management of a youth led advisory board;
▪ Collaboratively creating an annual plan, setting annual goals, and providing program reports and board reports explaining YES’ progress;
▪ Providing and connecting YES to training opportunities such as storytelling, lobbying, public speaking, and more; and,
▪ Staying updated on immigration issues and organizing campaigns to advance the concerns of YES members and their community.

You are a good fit for this position if you have a commitment to peace and justice and IJPC’s mission; if you are able to work independently and collaboratively; if you value connecting with and organizing community members; and are able and willing to work flexible hours.

Qualifications
We’re seeking candidates familiar with the YES Program. Desirable skills are:
▪ Management of multiple projects and staying organized;
▪ Communicating clearly, explaining information in group meetings and presentations, and writing updates for IJPC’s networks;
▪ Commitment to listening to others and taking their thoughts and concerns into consideration;
▪ Ability to lead and coach a group of individuals; and,
▪ Ability to facilitate group activities and meetings.

Knowledge of immigration issues in Ohio and the U.S. are helpful but not required.

The small IJPC staff works collaboratively, shares office chores, and performs other duties as requested.

What Else You Should Know
This position is part-time non-exempt 15 hours per week and reports to the Program Manager for Immigration and Human Trafficking. Hourly wage is $12.00. Benefits include generous time off. IJPC is an Equal Employment Opportunity Employer. We encourage applicants from marginalized and underrepresented communities.

How to Apply
Please email a resume and cover letter explaining why you are applying for the position to Samantha Searls, Program Manager, at samantha@IJPCcincinnati.org by April 23, 2021.