



Position Title: Youth Engagement Coordinator

Organization: Smokefree SC

Location: Hybrid – Can be located anywhere in SC

Reports To: Executive Director

Compensation: Salary Range - \$40,000-\$55,000, dependent upon experience and education

Commitment: Full-time, occasional evenings and weekends required

#### Position Summary:

The Youth Engagement Coordinator will lead efforts to educate youth about the harmful effects of nicotine and vaping while empowering them to advocate for smokefree policies within their local communities. The coordinator will organize an annual youth summit, manage a grant process for school clubs, and oversee youth-focused project initiatives. The position emphasizes authentic youth engagement, particularly with diverse communities, and fosters leadership and advocacy in alignment with Smokefree SC's mission and values.

#### Key Responsibilities:

- Youth Education & Advocacy:
  - Develop and coordinate statewide programs that provide local youth groups with the tools, resources and training needed to effectively advocate for policies and programs that support tobacco-free lifestyles. This includes designing training modules, workshops and seminars that address key issues and skills gaps.
  - Conduct outreach to schools, youth organizations, and community groups to recruit and engage young people in these initiatives.
- Youth Summit Coordination:
  - Plan and execute an annual statewide youth summit, fostering leadership and advocacy among youth.
  - Collaborate with stakeholders, manage logistics, and ensure alignment with Smokefree SC's goals.
- Grant Management & Support:
  - Create and manage a grant process for youth-related organizations, providing resources to promote tobacco-free lifestyles.
  - Offer support to schools, clubs, and youth in implementing their grant-funded projects for effective resource management and to maximize impact.
- Project Management:
  - Create and implement a strategic vision for tobacco-free youth across the state, using best practices, lessons learned from other states and researching current trends. Work with local youth-related organizations to align this vision with their work.
  - Lead and manage youth-focused projects, ensuring adherence to timelines, objectives, and deliverables.
  - Foster strong relationships with key stakeholders, including youth, to involve them in future vision setting processes to ensure alignment and support for local and statewide initiatives.
  - Promote the successes and needs of local youth groups through various media and public forums to raise awareness and garner support.
  - Track and evaluate program outcomes to inform future strategies and monitor progress of local youth groups.



- Partnerships & Collaboration:
  - Build and maintain relationships with community organizations and stakeholders.
  - Support youth in connecting with opportunities in education, advocacy, and leadership.
- Mentorship & Coaching:
  - Provide ongoing support, coaching, and leadership development to youth advocates.
  - Serve as a mentor, offering guidance in both personal development and advocacy work.
- Continuous Improvement:
  - Participate in continuous quality improvement processes to assess the effectiveness of programming.
  - Ensure data collection and analysis to drive programmatic refinements.

#### Qualifications:

- Bachelor's degree in Public Health, Social Work, Education, or a related field (Master's degree preferred).
- Minimum of 2 years of experience in youth engagement, advocacy, or community organizing.
- Strong understanding of tobacco and vaping prevention, especially among youth.
- Experience working with diverse populations, particularly racial, ethnic, socioeconomic, and gender-diverse communities.
- Strong leadership, project management, and communication skills.
- Ability to work independently and collaboratively in a dynamic team environment.
- Proficiency in Microsoft Office, Google Suite, and social media platforms.
- Valid driver's license and ability to travel statewide.

#### Preferred Qualifications:

- Experience with community organizing and advocating with youth impacted by systems such as foster care, juvenile justice, or homelessness.
- Knowledge of evidence-based practices in public health education and advocacy.

#### Working Conditions:

- Occasional evening and weekend work is required to accommodate youth schedules and events.
- Travel across the state for outreach, events, and meetings.

#### Compensation & Benefits:

Competitive salary commensurate with experience. Benefits include health insurance, retirement plan, and paid time off.

#### How to Apply:

Submit a resume, cover letter, and three references to Barbara Derrick at [barbara@smokefreesc.org](mailto:barbara@smokefreesc.org)