



BUILDING BETTER LIVES

## **Position Title: Youth Development Associate**

### **Background**

[Voices for Illinois Children](#) is a nonprofit, nonpartisan, statewide advocacy organization that supports policies which foster children's learning and development. We work across multiple issue areas – including education and out-of-school time opportunities, health and human services, and family economic security – to improve the lives of children of all ages. Voices for Illinois Children has an immediate, full-time opening for a Youth Development Associate.

The Youth Development Associate will support Voices' efforts to improve out-of-school time and youth development opportunities for children and youth in Illinois. Much of the work will entail staffing a statewide advocacy collaboration and a state-appointed council addressing youth development policy.

### **Responsibilities**

Support the work of two statewide youth development/out-of-school time bodies by:

- Developing and executing group work plans and initiatives
- Assisting with policy and field research as needed to support the development of initiatives
- Assisting with communications efforts, including writing policy and position papers, fact sheets, newsletters and press materials
- Increasing visibility and representing the groups publicly, including conducting presentations and other outreach programs to diverse audiences
- Organizing and facilitating meetings across the state
- Strengthening and broadening the groups to include a broad base of stakeholders
- Assisting with the advocacy network's grassroots efforts in support of legislation and other policy initiatives, and
- More broadly, helping develop positive youth development and education policies and initiatives and strategies for implementation as appropriate.

### **Qualifications**

- Knowledge of and interest in after-school, out-of-school time, and youth development issues and public policy required

- Experience and interest in building coalitions and facilitating group work required. Strong interpersonal skills, enthusiasm for working with a broad cross-section of stakeholders, and ability to motivate coalitions while helping move their work forward are critical
- Familiarity with statewide policy and budget development, after-school programs and practices, grassroots organizing, and state agency practices preferred
- Communications experience, and the ability to communicate effectively with diverse audiences about complex issues, required. **Two or three concise writing samples required**
- Undergraduate or graduate degree in child and youth development, education, communications, public policy, public administration, social work or a related field, or equivalent experience, required
- Ability to travel across the state as needed.

For more information about our work, please visit the Voices website:

[www.voices4kids.org](http://www.voices4kids.org).

### **Compensation**

Salary is commensurate with experience and qualifications. Voices for Illinois Children is an equal opportunity employer and offers a generous benefits package. The position will remain open until filled.

### **Application process**

Please send cover letter, résumé, and 2-3 short writing samples, salary history and expectations to:

Ms. Mel Cameron, Administrative/Development Associate  
Voices for Illinois Children  
208 S. LaSalle St., Suite 1490  
Chicago, IL 60604

E-mail: [mcameron@voices4kids.org](mailto:mcameron@voices4kids.org); please include “Youth Development Associate” in the e-mail subject line.