



Position Title: Youth Engagement Coordinator
Location: Hybrid; Working in New London, CT, and from home.
Reports to: Project Director

Role Description

The Youth Engagement Coordinator role at CPAC is a 30-hour/week hybrid position based in New London, CT. As a Youth Engagement Coordinator, you will be responsible for daily tasks such as organizing and implementing youth training and outreach, facilitating youth development activities, and helping youth understand the purpose of an Individualized Education Program (IEP) and how to develop and use self-advocacy skills. Additionally, you will be involved in education initiatives and collaborating with stakeholders to represent the concerns and needs of students and young adults with disabilities in Connecticut.

Requirements

- Youth with lived experience including understanding of the purpose of an Individualized Education Program (IEP) and the importance of self-advocacy as it relates to students, youth, and young adults with disabilities.
- Understanding of transition to employment, postsecondary education, and independent living as outlined in the Individuals with Disabilities Education Act (IDEA).
- Willingness to share experiences with others.
- Ability to work independently and as part of a team.

Specific Duties

- Engagement with students, young adults, and families through education and direct support virtually and in person
- Assess the needs of students and young adults as it relates to our work
- Mentor youth to enhance self-advocacy and leadership skills
- Conduct outreach to the community including schools, community organizations, and other stakeholders
- Development and dissemination of information and resources for youth and families
- Promote and educate the public about the importance of youth voice
- Attend local, state, and federal meetings to represent youth voice virtually and in person
- Collaborate on technology management with CPAC outreach, training, and marketing staff
- Plan and schedule youth team meetings in collaboration with Youth Training and Leadership Coordinator

- Co-facilitate Connecticut's Secondary Transition Youth Advisory Board (YAB)
- Accurately maintain and enter data

Qualifications

- Experience with youth engagement, youth programs, and youth development skills
- Excellent written and verbal communication skills
- Comfort with public speaking
- Strong understanding of education and special education systems
- Experience in coordinating and implementing youth programs
- Ability to build relationships with students, youth, and families
- Knowledge of legislative and policy issues related to youth and disabilities
- Experience in community outreach and advocacy
- Self-directed, well-organized, and committed
- Strong technology skills: required to participate in and host meetings and training in Microsoft Teams and Zoom; manage and post including creating (Canva), editing, and uploading content on various social media platforms (YouTube, TikTok, Meta, Instagram, and Facebook); and enter data into CPACs data management system (will train).
Willingness to research and learn new programs as needed.
- Bachelor's degree in a related field (e.g., Education, Social Work, Psychology) preferred or high school diploma and equivalent work and/or lived experience
- Bilingual Spanish Preferred

This position is contingent upon continued grant funding. The scope of work and responsibilities may evolve based on the needs of the organization and the availability of funds.

Travel throughout Connecticut is required during the day, evenings, and occasionally on Saturdays. Occasional evening, weekend and/or overnight out-of-state travel is required.

To Apply

Please send a resume and cover letter via email with "Youth Engagement Coordinator Position" in the subject line to Beth Reel at resumes@cpacinc.org. Please share links to websites, videos, or technology portfolios highlighting your skills, if available.

We encourage people with disabilities to apply. The Connecticut Parent Advocacy Center is committed to providing equal employment opportunities to all employees and candidates for employment without regard to race, religion, color, national origin, ancestry, ethnicity, sex, pregnancy, gender identity, sexual orientation, age, physical or mental disability, genetic information, veteran status, or any other legally protected status or designation.