

Dear Partners,

Youth L.E.A.D. (YL) is a young, but fast-growing "food justice" nonprofit for Miami youth. We work in underserved areas to increase access to healthy foods and green spaces through education, outreach, and youth apprenticeships. For more information, visit us at [www.youthleadmiami.org](http://www.youthleadmiami.org).

YL is seeking a committed, responsible, experienced, and dynamic person to take the lead on community outreach and social media for the organization. This position is part-time and requires both daytime, evening, and weekend availability for 15-20 hours per week. Job responsibilities and qualifications are as follows:

Job responsibilities:

1. Youth recruitment for afterschool program sites in Liberty City and Opa Locka.
2. Secure locations and space to be used for weekly programming at each site.
3. Communicate, or oversee communication, with Youth L.E.A.D. staff, volunteers, and youth participants and parents/guardians to ensure youth participant and/family attendance at Youth L.E.A.D. events and programs.
4. Secure transportation for Youth L.E.A.D. field trips, including the Supermarket Scavenger Hunt and tours of farmer's markets and community gardens for each cohort and site.
5. Identify and coordinate the participation of guest speakers and food demo instructors for each cohort at each site. Guest speakers and food demo instructors must be approved by Youth L.E.A.D. C.E.U. at least 2 weeks prior to event.
6. Schedule and participate in meetings with community gatekeepers and partners to recruit youth, obtain space and vehicles for gardening activities and field trips, promote Youth L.E.A.D. events and partner farmers' markets, and develop partnerships; Communicate meeting details, questions, decisions, and updates to Youth L.E.A.D. C.E.O. within 2 days of meetings.
7. Identifying community gatekeepers and leaders and ensuring community leaders' and members' participants in YL events and activities.
8. Conducting community outreach, alone and with youth apprentices, to promote farmers' markets and community gardens
9. Scheduling and attending meetings with community partners related to grants, partnership development, or community participation.
10. Conduct community surveys and train and supervise youth in survey administration.
11. Daily updates on YL's Face book and Twitter accounts
12. Taking photos at YL events and posting on Face book and web site
13. Developing press releases , contacting media, and ensuring press coverage for YL and YL events.
14. Web site updates and additions
15. Monthly reporting, submission of requested documents to Youth L.E.A.D., and invoicing.
16. Attendance at monthly Youth L.E.A.D. meetings and rapid response to questions, emails, and calls from Youth L.E.A.D. C.E.O. and Coordinator.

## Qualifications

1. Bachelor's degree
2. Minimum 1-2 years experience working on community outreach in underserved neighborhoods and working for nonprofit organizations
3. Responsible, dependable, meets deadlines, organized, independent, multi-tasker, fast-paced, team player, creative, problem-solver
4. Experience working in Miami in underserved, primarily African-American and Haitian-American neighborhoods
5. Familiarity with Twitter, Face book, Internet, Smart phones, Excel, and Word
6. Positive attitude, commitment to food justice and youth/community development
7. Comfort and experience working with youth and residents of diverse backgrounds, cultures, and languages
8. Bilingual in Haitian Creole preferred
9. Persons of color and/or residents/former residents of Miami District 5 neighborhoods highly encouraged to apply
10. Must have own car, valid driver's license, and own phone.

**To apply, please send a resume and cover letter to [youthleadmiami@gmail.com](mailto:youthleadmiami@gmail.com) with "Outreach and Social Media Specialist" in the subject line.**