



## POSITION ANNOUNCEMENT: YOUTH ENGAGEMENT MANAGER

### MyPath Overview

MyPath's vision is that every youth and young adult in this country has the chance to make their first paycheck not just about income, but lasting economic security. We build strong foundations for upward economic mobility by connecting working youth growing up in low-income communities with opportunities to bank and build savings, credit, and financial confidence. MyPath began as a youth banking and financial education initiative at a San Francisco Mission District credit union. Over the past 10 years, MyPath has grown to partner nationally with credit unions, municipalities, and youth employment programs in 13 locations, providing technical assistance, youth-driven financial capability resources, and a robust technology platform. To date, youth have collectively saved over 2.5 million dollars using MyPath's Savings Model. While we deliver training and technical assistance to groups around the country, we continue to engage local youth as partners on curriculum and technology development as well as campaigns focused on youth financial inclusion.

Our National Youth Banking Standards have been highlighted by the NCUA, the FDIC, the Consumer Financial Protection Bureau, and Aspen Institute; our tested models, results and best practices have been published by the Federal Reserve Bank of San Francisco, the Journal of Consumer Affairs and the Consumer Financial Protection Bureau. To learn more about MyPath, visit us at [MyPathUS.org](http://MyPathUS.org).

### Position Overview

MyPath is looking for an experienced manager to work with our internal youth leadership program focused on youth financial capability. The Youth Engagement Manager will have 4 main areas of responsibility: (1) Program Management; (2) Curriculum Design and Testing; (3) Youth Stipend Tracking and Financial Institution Liaison; and (4) Youth Financial Capability Campaign and related Policy Advocacy.

### Responsibilities

- Program Management
  - In collaboration with the youth engagement team, recruit a diverse team of youth for the internal youth leadership program focusing on financial capability (including both youth financial access/tools and financial information)
  - Plan, prepare and facilitate program kickoff including parent orientation night, overnight youth leadership retreat and summer training as well as the internal youth leadership program weekly meetings
- Curriculum Design and Testing
  - Test and provide feedback on MyPath's youth-facing financial curriculum with MyPath youth leaders to ensure youth experience and perspectives are reflected in our design
  - Review and catalog MyPath internal curriculum, making recommendations on what gets archived, revised or used again

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- Youth Stipend Tracking and Financial Institution Liaison
  - Interface with our partner credit unions around youth leader accounts to support account opening, to ensure accurate direct deposits, direct deposit account splits and to troubleshoot as needed
  - Manage monthly youth stipend tracking, administration and payments in a timely and organized fashion
- Youth Financial Capability Campaign and related Policy Advocacy
  - Work with a group of MyPath staff and youth to identify and lead a youth financial capability campaign that aligns with overall MyPath vision and mission, and support youth with its implementation
  - In partnership with the youth engagement team and youth, advance policy advocacy related to the campaign, including local, regional, statewide and/or national efforts, and engage the appropriate target audience, including financial institutions, funders, consumer advocacy groups and/or government agencies through meetings and/or hearings
- And other duties as assigned

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position.

#### **Qualifications**

- 4 years experience working with high school age youth in a youth-based nonprofit organization or school with a youth development and social justice orientation
- Strong program management skills including attention to detail
- Excellent written and verbal communication skills including presentation, facilitation and training skills
- Experience designing and editing youth-facing curriculum
- Spanish speaker a plus
- Ability to work effectively and collaboratively with a diverse group of youth and staff
- Driven to meet MyPath's mission

#### **Compensation:**

Pay rate is \$22/hr-\$24/hr depending upon experience. Benefits include fully paid health, vision, dental insurance, and 401K. Paid time off includes vacation, sick, and personal days, as well as holidays. Professional development funds available to support staff in achieving career objectives.

#### **Equal Opportunity Employment**

MyPath is an equal opportunity employer. We actively work to build a team that reflects the diversity of the communities and young people we serve. People of color, women, and LGBTQQIA candidates are strongly encouraged to apply.

#### **Application Details and Process**

Applications are due by Friday, April 20. Please submit a cover letter and resume to [Jobs@MyPathUS.org](mailto:Jobs@MyPathUS.org), with Youth Engagement Manager in the subject line. Due to the high volume of applications, we will only be able to respond to those applicants invited to interview.

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