

City of Vicksburg

Job Title: Inner City Youth Coordinator

Department: Inner City Youth Department

Salary Range: \$47,000 - \$50,000 annually

Reports To: Ward 1 Alderman

Position Summary:

The Inner-City Youth Coordinator is a leadership-level position responsible for designing, coordinating, and overseeing programs and services that support the academic, social, and emotional development of youth in underserved inner-city communities. This role serves as a vital connection between the City, local schools, community organizations, and families to ensure youth have access to opportunities that promote positive growth, leadership development, and long-term success.

Essential Duties and Responsibilities:

- **Program Development & Oversight**
- **Oversee DREAM**
 - Develop, implement, and evaluate youth development programs focused on education, life skills, career readiness, conflict resolution, and community engagement.
 - Lead strategic planning for year-round programming including after-school, weekend, and summer initiatives.
- **Community Engagement & Partnership Building**
 - Build relationships with schools, nonprofits, faith-based organizations, and local businesses to establish collaborative partnerships.
 - Serve as a liaison between the city and community members to ensure programs are responsive to youth needs.
 - Facilitate and attend community meetings, youth forums, and outreach events.
- **Youth Advocacy & Mentorship**
 - Advocate for the needs and interests of inner-city youth in policy and programmatic decisions.
 - Establish mentorship opportunities and provide direct mentorship and guidance as needed.
- **Data & Monitoring**
 - Collect and analyze program data, track participation and outcomes, and prepare reports for departmental leadership, City officials, and funding agencies.

- Monitor trends and needs in youth services and recommend strategies for improvement or expansion.
 - **Grant & Resource Development**
 - Assist in identifying funding opportunities and writing or contributing to grant proposals to support programming.
 - Manage budgets for assigned programs and ensure resources are used efficiently and ethically.
 - **Social Media & Outreach**
 - Create and manage content for social media platforms to promote youth programs and community engagement.
 - Design and distribute promotional materials including flyers, newsletters, certificates, event announcements, and digital graphics.
 - Maintain regular communication with the public through email blasts, social media updates, and printed publications.
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Qualifications:

- Bachelor's degree in Social Work, Education, Public Administration, Youth Development, Sociology, Communications, or a related field.
 - At least 3 years of professional experience working with youth, preferably in underserved communities.
 - Strong understanding of the challenges and opportunities facing inner-city youth.
 - Demonstrated ability to build partnerships and collaborate with diverse stakeholders.
 - Proficiency in using social media platforms and graphic design tools (e.g., Canva, Adobe Spark, Microsoft Publisher).
 - Excellent organizational, communication, and community engagement skills.
 - Ability to work flexible hours, including evenings and weekends as needed.
 - Valid driver's license and reliable transportation.
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Work Environment and Schedule:

- Primarily office-based with frequent travel to community sites, schools, and events.
 - Some outdoor events and heavy lifting
 - Must be available to work occasional evenings and weekends based on program needs.
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