Youthprise

**Job Description**

**I. Identifying Information:**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Youth Focus Group Facilitator</th>
<th>Program/Dept.</th>
<th>Youth Engagement/Research &amp; Evaluation</th>
<th>Non-Exempt</th>
<th>Location: Youthprise</th>
<th>Exempt</th>
<th>Supervisor: Libby Rau</th>
<th>Revised: 1/23</th>
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**II. Job Summary:**

The Youth Focus Group Facilitator will work in with the Youthprise Youth Engagement and Research and Evaluation teams as well as external evaluation consultants to design and lead a series of discussions with youth participations. This position will be responsible capturing and presenting on findings that represent youth perspective on a variety of topics and issues. A 3 hour training session will be provided on the processes and best practices of focus group facilitation and data collections.

This is a part-time position at 10-15 hours per week and is part of the youth innovator collective. The Innovator Collective provides an opportunity for youth (aged 16-25) to engage in authentic, transferable professional experience while making meaningful contributions to the programs and services for youth across the state.

**III. Essential Job Functions:**

- Create and manage a tracking system to record dates, time, locations, number of participants and topics for each focus group.
- Coordinate youth focus groups, including but not limited to the recruitment of youth participants, scheduling dates and times, solidifying location and ordering food, providing support materials and supplies needed for sessions.
- Facilitation of for each session:
  - Move the discussion along and ensure that all questions/topics are covered in the allotted time
  - “Break the ice” by creating a comfortable environment for the free exchange of opinions
  - Encourage participation so that everyone that choose to contribute has an opportunity to be heard and that no one individual dominates the discussion
  - Follow the interview guide and get as far through the agenda as possible
  - Use open-ended questions to probe more deeply and draw people out
  - Wrap up the meeting. Bring closure by asking questions that allow participants to reflect on their discussion
  - Debrief with Rainbow Research and Youthprise staff at the end of the focus group to review key points and impressions.

(*Essential Job Function for the Americans with Disabilities Act)
• Assist in writing updates and final reports to be shared with a wider audience.
• Present findings to key stakeholders
• Participate in meetings, strategic planning sessions, and professional development sessions with the Youth Engagement team.
• Special development related projects as assigned

IV. Position Requirements:

A. Minimum Education and Experience
• Between the ages of 16 and 25
• A High School degree, or (if High School age) on a timely graduation track
• No GPA requirement, however (if High School age) grade improvement must be exhibited during employment

B. Skills, Knowledge and Abilities
• Ability to work as a team, in a multi-generational environment.
• Commitment to creativity and innovation.
• Demonstrates experience with youth serving organizations.
• Strong interpersonal skills.
• Demonstrated discernment of strengths and abilities youth leaders and innovators
• Demonstrated ability to organize, coordinates, and delegate tasks.
• Ability to handle multiple tasks simultaneously.
• Commitment to youth and the essential engagement of all youth throughout society
• Demonstrated excellence in oral and written communications skills and the ability to use current technology efficiently (Word, Excel, Power Point), and the ability to communicate reflectively.
• Demonstrated passion for issues surrounding youth and youth access to opportunity and success
• Demonstrated ability to be at ease with individuals representing a broad spectrum of beliefs, backgrounds and ideologies to work in crafting solutions.
• Ability to operate in a learning based environment

C. Desired Qualities of Facilitator
• Genuinely interested in others and their perspectives
• Enjoys conversation
• Flexible; comfortable with going with the flow of conversation
• Sense of humor
• Comfortable with and ability to smooth out disagreements and arguments during the discussion

V. Working Conditions and Environment:

This position is located in an office setting. The building is accessible and smoke free. This position works during normal business hours and may include evening and/or weekend hours.
The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

To apply, please email cover letter and resume to Libby@youthprise.org by March 1, 2013. For more information about the positions and Youthprise, visit us online at www.youthprise.org