



FosterClub

the national network
for young people
in foster care

JOB NOTICE

Position: Outreach Manager

Reports to: Chief Operating Officer, Nora Karena

Compensation: M-5; \$45,000-50,000, DOQ; Exempt; Full-time; Generous Paid Time Off; Dental; Medical -Summer 2019

Start Date: ASAP

Review: Six month probationary period; Quarterly performance and compensation evaluations

The FosterClub mission is to lead the efforts of young people in and from foster care to become connected, educated, inspired and represented so they can realize their personal potential and contribute to a better life for their peers. We believe that young people in and from foster care deserve to be:

CONNECTED - to a peer support network and to people in the community who care

EDUCATED - about their rights, the foster care system works, self-advocacy strategies, and how to locate resources to help them succeed

INSPIRED - and empowered through the stories of people who have succeeded after foster care

REPRESENTED - by having their voices heard by policy makers, the public, and others who influence the system that profoundly impacts their lives

We believe Experience = Expertise.

Being placed in foster care can be a difficult experience. FosterClub is dedicated to providing a peer support network for youth in foster care. Further, we believe that the experiences young people have in foster care place them in a position to effect change within the system, inform and motivate their peers, build public awareness and create public will for improved care for abused and neglected children.

Founded in 1999 by a foster parent, FosterClub incorporated as a non-profit organization in 2000. Currently, FosterClub is the national network for young people in foster care, serving foster youth across the United States each year. Headquartered in Seaside, Oregon; FosterClub can be visited online at fosterclub.org

EEO Statement

FosterClub is committed to building a more diverse, accessible, and fully inclusive work environment. We strive to be a workplace where people of color, LGBTQ+, and those with non-traditional career trajectories can thrive. As an Equal Opportunity Employer we are also committed to upholding applicable federal, state, and local laws and regulations prohibiting unlawful discrimination in employment on the basis of age, ancestry, gender identity or expression, marital status, national origin, political ideology, race, religion, sexual orientation, veteran status, or the presence of a physical, cognitive, or sensory disability. People of color, LGBTQ+ folx, women and foster care alumni are urged to apply.

Position Summary

The Outreach department at FosterClub is responsible for connecting with young people in foster care across the country. Outreach seeks to connect foster youth to our support network, engage youth in activities that contribute to their personal

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growth and enhance the FosterClub community, and provide connections to resources to help young people thrive. FosterClub is poised for substantial growth as we prepare to scale *FosterClub Community*, our innovative, evidence supported, *Club Mentoring* program. As a member of FosterClub team, you will play a lead role in this expansion. Reporting to the Chief Operating Officer, and in partnership with the Management Team, the Outreach Manager will be responsible for programming that engages current and former foster youth through events, programs and virtual platforms. We are looking for a motivational, youth-oriented manager with rich communications experience.

Essential Functions

- *Support* Outreach Programs with staff supervision, cross-departmental coordination, project management, and partner relations, including:
 - *FosterClub Community*, currently being piloted in several locations across Oregon (an association-model of scaling FosterClub's evidence-based framework).
 - *Fostering Healthy Outcomes*, a multi-year project advancing health access for youth who have experienced foster care.
 - *MeetUps* and other FosterClub events to introduce youth to FosterClub and resources. This will include substantial travel and long hours during All-Star Season, June - August.
 - *Connect*, partnerships to implement the *National Youth in Transition DataBase* (Oregon & Nevada), a federally mandated survey of foster youth.
 - *Program development* - expand FosterClub's reach to young people through innovative youth engagement strategies that elevate youth voice, center youth expertise, and prioritize youth wellbeing.
- *Maintain, expand, and support* FosterClub Membership by:
 - *Producing* regular member (children & youth) communications.
 - *Deepen* FosterClubs' engagement with youth of color and youth who identify as LGBTQIA+ and otherwise gender nonconforming, who are disproportionately impacted in the child welfare system.
 - *Creating* compelling website and social media content (e.g. blogs), generally in collaboration with other FosterClub departments and young leaders.
 - *Launching* online contests and other youth-friendly activities to drive member engagement.
 - *Developing* tools (e.g. flyers, posters, postcards, etc) for partners that promote FosterClub membership.
 - *Defining and building* an array of membership benefits for foster youth (this is an area of growth for the organization).
- *Works collaboratively* across departments to reduce racial and gendered outcome disparities in the child welfare system through constituent engagement practices.
- *Works collaboratively* with interdepartmental grants team to expand funding for Outreach projects and activities.
- *Works collaboratively* with Admin Team to support daily operations, and with the Managers' Team to lead staff work.
- *Other duties as assigned* - Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Required Skills and Experience

The successful candidate will have:

- B.A. required (M.A. preferred) in Communications, Education or a related field.
- A minimum of five years experience, with two years progressively responsible managerial experience in youth development, outreach, communications, education or a related field

OR

- Any satisfactory equivalent combination of education, experience, training and demonstrable competence that



demonstrates capacity to meet the deliverables described in this posting

Additionally, we are looking for the following competencies:

- **Cultural Competency** - able to fully support diverse team of staff and young leaders, especially youth of color and youth who may identify as LGBTQ+, or otherwise gender-nonconforming; demonstrated commitment to reducing the impacts of structural and interpersonal forms of racism, homophobia and related oppressions. Experience with anti-racist organizing principles preferred.
- **Communication** - Able to strategically develop youth-friendly communication and outreach campaigns. Able to articulate the FosterClub voice across multiple platforms. Ability to follow and utilize new digital media, including Instagram, texting, and Facebook.
- **Project Management** - ability to juggle multiple projects and events, prioritize work for self and team members, clear and concise communication with team and other staff regarding roles and tasks on projects, track and report results (including data management), and manage relationship with outside partners, vendors, and funders.
- **Marketing** - able to strategically locate and engage youth who have experienced foster care, through events, programs and virtual platforms.
- **Strategic Vision and Agility** — able to think strategically, anticipate future consequences and trends, and incorporate them into work plan.
- **Lived Experience** - This is an excellent opportunity for candidates with experience in foster care and/or the child welfare system.

Supervisory Responsibility

- Oregon Youth Outreach Coordinator
- FosterClub Community Coordinator
- Summer Program Support Intern/s

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Sit at Desk, Keyboarding - Frequent
- Lift at 35 lbs or less - Occasional
- Climb Stairs - Occasional
- Lead physical learning and recreational activities with Young Leaders - Often
- Drive - Frequent (must have current DL, reliable vehicle, insurance)

Expected Hours of Work

Regular office hours are Monday thru Friday, 8:30 to 5:00.

Must be available to respond to youth after-hours as needed.

Travel

30% of time spent traveling or otherwise out of the office, including:

- Occasional travel to support Young Leaders at events across the country; more frequent during summer internship periods.
- Frequent travel during summer internship season, including providing transportation to/from airport and enrichment activities.

Please submit your resume and cover letter, along with any relevant samples of outreach or communications work, to



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nora@fosterclub.com

Due to limited resources FosterClub will only contact shortlisted applicants.

Any offer made will be conditional on receipt of two references (from your most recent employer and a character reference).

The successful applicant will be expected to undergo a background check prior to a final offer being made.