



**Job Title:** Project Coordinator

**Department:** System Change

**Reports to:** Director of System Change

**Effective Date:** June 3, 2022

---

**Classification:** Full-Time, Exempt

**Compensation:** \$50,000 - \$55,000 | DOQ

**Benefits:** Paid Time Off | Dental | Medical

**Location:** Remote

### **Who we are:**

FosterClub's mission is big: 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.

Our approach is to engage and empower those who have the most at stake in transforming the foster care system: young people themselves. FosterClub creates and connects young people from foster care with unique tools and programs, and engages young people to transform life for themselves, their peers, and to ultimately improve the child welfare system.

FosterClub understands that good youth engagement integrates Justice, Equity, Diversity and Inclusion (JEDI), and that the entire child welfare system is improved by prioritizing the well-being of young people who experience significant bias and discrimination in the child welfare system due to their race, ethnicity, sex, gender identity or expression, sexual orientation, and who are disproportionately represented in the child welfare system.

### **Job Summary:**

The Project Coordinator works to advance FosterClub's mission to ensure that the expertise of young people with lived experience in foster care is elevated, understood, and prioritized in legislation and administrative policies that govern federal and state child welfare programming. This position supports and



contributes to the three primary efforts of the FosterClub System Change team: public awareness, practice improvement, and public policy.

The Project Coordinator serves as the primary lead to various projects that support the policy manager, director of system change and members of our Lived Experience Leaders Network to expand our bipartisan coalition of youth, families, legislators, care-providers, federal and state child welfare stakeholders, funders, and concerned citizens working for a more equitable and youth-centered child welfare system.

### **Essential Functions:**

Primary role: Responsible for planning, monitoring, and managing various projects held with agency partners that supports projects and legislation centered around constituent voice.

- Demonstrated ability to facilitate meetings effectively to include planning, conducting, and resolving problems that arise at conclusion
- Assists with the development and preparation of technical assistance materials, newsletters, virtual presentations, blog posts, social media posts, website content, development of surveys and other written products
- Ability to lead individuals and teams of Young Leaders in service projects that contribute to the goals of projects and campaigns
- Coordinate the placement of young leaders from foster care in a variety of service opportunities, including Young Leader recruitment, engagement, training and support
- Provide youth-friendly education (including policy briefs) for Young Leaders

### **Essential Functions Continued:**

- Produce issue briefs, op-eds, calls-to-action, social media campaigns and other written materials that illuminate the issues and mobilize youth
- Work with staff and partners to organize youth perspective and effectively engage constituents in policy, practice, and public awareness initiatives
- Assist with department metrics and grant reporting
- Work collaboratively to reduce racial and gendered outcome disparities in the child welfare system



- Organize and maintain electronic project materials for each project assigned.

### **Required Experience and Skills:**

#### **Knowledge Management**

- Commitment to child welfare system change- working with young people with lived experience to influence, change, and impact child welfare outcomes
- Strong knowledge of child welfare public policy, including federal legislation, recent trends and issues, understanding of key stakeholders, and relationship between the federal government, states, tribes & jurisdictions
- Ability to review dense written content, including policy summaries, legislation, research reports, and guidance from federal agencies, and interpret how it relates to organizational policy priorities
- Willingness to support a bi-partisan approach to advocacy, with an ability to appreciate how policymakers from different parties have perspective and priorities that can contribute to improvements in the Child Welfare System
- Develop proposed content distribution strategy for managed pieces of work

#### **Project Management**

- Demonstrated project management skills, including the use of web-based platforms to manage projects in teams
- Strong data and information management skills, including use of spreadsheets and digital filing systems

#### **Communications & Collaboration**

Excellent written and verbal communication skills, such as an ability to write youth-friendly content summarizing complex legislation

- Ability to write and promote creative content for campaign websites
- Partner with key team members to brainstorm and share key content ideas



- Intermediate to expert level experience using Google Suite (Google Docs, Sheets, Drive, etc.), Microsoft Office (Excel, Outlook, Word, Publisher, PowerPoint), or similar systems
- Build and maintain relationships with key external role-players and partner organizations
- At least three to five years of professional experience working in public policy or practice improvement

### **Desired Experience and Skills:**

- Bachelors or Masters degree in Public Policy, Social Work, or a human service-related field, or equivalent experience
- Experience creating content, proofreading and editing written communication for youth audiences
- Knowledge of intersectionality of child welfare and other child, youth, and family-serving systems, along with an understanding of how marginalized populations are disproportionately impacted by the child welfare system
- Work experience that includes youth organizing, positive youth development, and/or trauma-informed services
- Demonstrated skills using social media, blogging, and other campaign and communications tools
- Lived experience with the Child Welfare system is preferred, but not required
- Residence in the Washington D.C. area (or willingness to relocate) is preferred, but not required
- Self-motivated and collaborative employee who wants to be part of a team bringing about real change in the child welfare system

### **All FosterClub Employees are expected to have:**

- A commitment to Justice, Equity, Diversity, & Inclusion (FosterJEDI)
- A willingness to travel. Frequent air travel may be required as part of the role
- An ability to work successfully with young people and adult stakeholders
- An ability to work both independently and as part of a collaborative team
- A commitment to ongoing personal and organizational growth development



**Expected Hours of Work**

FosterClub employees are expected to follow traditional office hours (8:30am - 5:00pm M-F). Assignments for this role may, at times, require weekend hours.

**Travel**

FosterClub staff are expected to have a willingness to travel for this role and adhere to the agency travel policy. This role may require up to 40% of travel time.

**Equal Employment Opportunity (EEO) Statement**

FosterClub is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

---

Employee Name | Date

---

Manager Name | Date

