



# Example of Youth Coordinator Job Description

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Our innovative and growing company is looking to fill the role of youth coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for youth coordinator

- Provide technical guidance and input in timely responding and finding solutions to issues related to Youth sector activities, in consultation with CO Youth Program Manager and Yerevan AP Manager
- Provide technical input and coordination of local advocacy actions in Youth promotion issues, under the guidance of Advocacy and Youth Program Managers
- Support Yerevan AP in testing/ piloting new models relevant to Youth sector
- Ensure the quality monitoring of all training/capacity building events within the scope of Youth programming according to the quality standards
- Develop ToRs for service providers/ contractors, supervise and monitor delivery and quality of provided service
- Administer Youth project budget within approved spending levels, and in collaboration with Yerevan AP Administrative Coordinator, ensuring accurate and timely budget spending
- As Operations team member, actively participate in Yerevan AP different meetings, events, initiatives, discussions, including feedback, reflection and learning related to or including Youth area
- Communicating and collaborating with team to share ideas and support Dev
- With research group, presenting findings at conferences
- Assist with IRB organization and protocol

## Qualifications for youth coordinator

- Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email is essential
- Experience working with individuals, coworkers, partnering organizations, and teams to accomplish individual and/or group goals, as evidenced by college, career, and/or community activities
- Ability to utilize electronic and online technologies for educational program delivery
- Understanding of different ethnic and socioeconomic audiences and a commitment to developing and delivering both inclusive and targeted programming
- Successful experience in developing financial support for educational programs including grant writing, fund generation, contracting and/or cost recovery efforts