



# Youth United Position Descriptions

Please note that Youth United is composed of dedicated youth who believe in the mission and goal of Habitat for Humanity. Monthly meetings are held on the third Saturday of the month; members are expected to attend all meetings (**can miss 2 meetings at most**).

There are three sub-committees: Advocacy/Education, Fundraising, and Outreach. Based on your interest, you can choose to participate in a certain subcommittee as a member, coordinator or become a general member.

## **Available Positions:**

- Advocacy/Education Sub-committee
- Outreach Coordinator / Outreach Sub-committee
- Fundraising Coordinator / Fundraising Sub-committee
- General Member

## **Advocacy/Education Coordinator**

### Qualifications:

- Interest in current events and housing issues
- Good presentation skills; especially in front of large groups
- Good oral and written communication skills

### Responsibilities:

- Work with Advocacy Education Coordinators
- Educate members, peers and the local community about the need for affordable housing
- Educate community about the mission of Habitat for Humanity and the mission and goals of Youth United
- Coordinate Youth United's Advocacy Day
- Be available to speak at fundraising and publicity events
- Attend all Youth United Steering Committee meetings

## **Outreach Coordinator**

### Qualifications:

- Interest in meeting new people
- Ability to speak to large groups of people
- Good graphic design skills, or willingness to learn
- Good Internet skills, or willingness to learn

### Responsibilities:

- Notify members, peers and the local community of Youth United events

- Recruit members through outreach and public speaking events
- Work with other Youth United members and HFH GLA Marketing Department to
- create promotional material
- Promote Youth United on website and blog
- Outreach to partner family youth
- Attend all Youth United Steering Committee meetings

### **Fund Raising/Development Coordinator**

#### Qualifications:

- Must be comfortable asking others to donate funds
- Interest in meeting new people
- Ability to speak to large groups of people

#### Responsibilities:

- Work with staff to coordinate Youth United fund-raising programs
- Recruit volunteers to run fundraising events (and delegate fund-raising roles to other steering committee members and their represented groups)
- Identify local and corporate sponsors to solicit (after affiliate approval)
- Keep track of participants and funds raised at each fund-raising event
- Maintain records of monetary transactions and profits
- Oversee communication with donors (i.e. thank you notes and receipts)
- Give Youth United presentations to potential donors such as church congregations, corporations, local businesses, etc.
- Attend all Youth United Steering Committee meetings

### **Youth United Steering Committee General Member**

This position is best suited for those who want to be involved with Youth United in an ongoing leadership role, but do not desire to focus on one specific area defined above.

#### Qualifications:

- Interest in promoting the mission of Habitat for Humanity of Greater Los Angeles
- Ability to work in large and small groups of peers to accomplish various goals

#### Responsibilities:

- Collaborate with all steering committee coordinators to plan and carry out projects and events in fundraising, education and advocacy, building, and outreach
- Attend all Youth United Steering Committee meetings