



Outreach and Advocacy Manager Position Description

The Michigan Center for Youth Justice (MCYJ) is seeking to hire a full-time Outreach and Advocacy Manager to join our small, hardworking team. This role will lead youth and family engagement efforts, create a vision for community-organizing within juvenile justice-impacted communities, and co-create, with the help of MCYJ's policy director programming to support youth leadership and advocacy development.

We are looking for a dynamic, highly organized individual with a Bachelor's Degree or commensurate experience and at least three years of experience leading community engagement work, overseeing outreach-related programming, and coordinating events or training events, ideally within a nonprofit setting. An interest in youth justice reform or personal experience with the juvenile or adult justice systems is highly preferred. This position will report directly to the Policy Director and collaborate closely with the Executive Director and other team members. Personal alignment with MCYJ's [core values](#) is vital.

MCYJ is a private, nonprofit organization that works to advance equitable youth justice policies and practices that protect young people and help them achieve their full potential. MCYJ is committed to building a diverse staff and strongly encourages BIPOC individuals to apply.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Work closely with key MCYJ staff to develop, coordinate and implement a comprehensive engagement and outreach strategy;
- Plan and execute formal and informal outreach events, including regular public education events, to share the mission and vision of MCYJ;
- Oversee all aspects of MCYJ's youth and family advocate program, including recruitment, training, curriculum development, and supervision;
- Build and support advocacy participation of current and past participants in our events, meetings, training, and legislative advocacy efforts;
- Grow and develop new relationships with community-based organizations and leaders, including youth-serving and youth-led institutions;
- In partnership with Policy Director, provide guidance and supervision to contractual, regional organizers;
- Serve as primary contact for supporters interested in volunteer and advocacy opportunities; and
- Perform other duties as assigned.

SKILLS AND EXPERIENCE

- Bachelor's Degree or commensurate experience;
- A minimum of 3 years experience in local or state-based initiatives or awareness building around multi-issue campaigns;
- A passion for public engagement and demonstrated knowledge of outreach strategies that engage the greater community;



- Experience in community-based and one-on-one relationship building;
- Pro-active, self-directed, and show an enthusiasm to take on new projects;
- Ability to multi-task and monitor multiple projects simultaneously;
- Capacity to work independently and collaboratively as part of a collaborative team;
- Confident facilitator with the ability to develop training curricula and implement them;
- Passion for youth leadership development and systems transformation; and
- At least two years of experience managing or supervising the work of others.

WORK CONDITIONS

- This is a full-time, salaried position with a 90-day probationary period starting by October 1, 2023
- Must be available to work a hybrid schedule (in an Ann Arbor-based office and remotely), Monday through Friday, 9:00 am - 5:00 pm.
 - MCYJ requires all staff and interns to be vaccinated against covid-19, including all CDC-recommended boosters.
- The schedule will require occasional flexibility to accommodate community-based meetings and events, including evenings and weekends.
- Must possess a valid driver's license, cellphone, laptop, and reliable internet.
 - MCYJ provides an annual stipend for employee-owned laptop use.

SALARY/BENEFITS

This full-time, exempt, salaried staff position pays \$55,000 to \$62,000 annually (based on experience and qualifications). MCYJ offers generous benefits, including:

- A flexible, hybrid-remote schedule;
- Eight weeks (40 days) of paid time off annually;
- Thirteen paid holidays, in addition to a paid week off at the end of the year;
- Group health benefits, including medical, dental, and vision coverage;
- Employer-paid life, as well as short- and long-term disability; and
- A 403(b) retirement plan with employer match.

APPLICATION

Please email your resume and a cover letter to Heidi Frankenhauser, Deputy Director, at hfrankenhauser@miyouthjustice.org (subject line *Outreach and Advocacy Manager*) and tell us how you learned about the position. No phone calls, please.

MCYJ is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of race, religion, color, national, social, or ethnic origin, age, sex, sexual orientation, record of arrest or conviction, gender identity or expression, height, weight, physical disability, military and veteran status, family or parental status.