

# Work Vapor

<https://workvapor.com/jobs/youth-mentorship-and-civic-engagement-program-specialist/>

## Youth Mentorship And Civic Engagement Program Specialist

### Base Salary

USD 20 - USD 21

### Description

**Company:** Institute for Public Strategies

**Position:** Youth Coordinator – Youth in Action

**Industry:** Nonprofit / Community Development

**Location:** San Diego, CA 92108, United States (Hybrid Work)

**Employment Type:** Full-time

**Salary:** \$20.19 – \$21.63 / Hour

**Email:** [youthcoordinator@publicstrategies.org](mailto:youthcoordinator@publicstrategies.org)

### Program Coordination:

- Support implementation of the Youth in Action program and youth leadership initiatives
- Coordinate youth activities, workshops, and community engagement programs
- Assist with planning and facilitation of leadership sessions and advocacy meetings
- Help organize prevention training and youth leadership events

### Youth Outreach & Engagement:

- Assist with recruitment and outreach for youth participants aged 12–26
- Build partnerships with schools and community organizations
- Maintain communication with youth participants to encourage active participation
- Support mentorship activities and youth leadership development opportunities

### Community Events & Advocacy:

- Help organize youth-focused community events and workshops

### Hiring organization

Institute for Public Strategies

### Employment Type

Full-time

### Job Location

United States

Remote work from: United States

### Date posted

03/13/2026

- Assist youth participants with presentations and advocacy campaigns
- Support youth engagement in community meetings and policy discussions
- Promote youth-led initiatives addressing community health challenges

**Program Administration & Documentation:**

- Track participant engagement and maintain program records
- Assist with program evaluation including surveys and reporting
- Support data interpretation and presentation preparation for youth activities
- Collaborate with internal teams on program improvements and outreach efforts

**Media & Communication Support:**

- Assist with media advocacy and communication initiatives
- Support youth storytelling projects and outreach materials
- Help promote program events through communication and marketing efforts

**Required Skills & Qualifications:**

- Experience working with youth leadership programs, education, or community outreach preferred
- Strong communication, facilitation, and public speaking skills
- Ability to manage multiple tasks and program activities efficiently
- Organizational and teamwork skills in diverse community environments
- Bilingual Spanish and English skills preferred
- Familiarity with Google Workspace, presentation tools, and design platforms like Canva

**Work Schedule:**

- Full-time role (40 hours per week)
- Occasional evenings or weekends may be required
- Hybrid work arrangement based in San Diego County

**Employee Benefits:**

- Health insurance

- Dental insurance
- Vision insurance
- Paid time off (PTO)
- 403(b) retirement plan

**How to Apply:**

Send your **resume and cover letter in a single PDF** to [youthcoordinator@publicstrategies.org](mailto:youthcoordinator@publicstrategies.org)