

Join our Team

Program Associate: YEP

The Youth Engagement Project (YEP) is a partnership between CFPIC and the California Department of Social Services to improve child welfare policies, programs and practices by building capacity for youth engagement at the state and local level. YEP provides support to counties as they engage current or former foster youth on local projects designed to strengthen child welfare systems.



Our Mission:

We partner with leaders in building capacity at every level to address emerging needs and opportunities in Human Services.

Our Vision:

To be the key partner in creating transformational, positive, and lasting change in Human Services.

Our Values:

Inclusivity & Collaboration
Accountability
Responsiveness & Adaptability
Lived & Professional Expertise
Learning & Growth



POSITION DESCRIPTION:

The YEP Program Associate, under the supervision of the YEP Program Director and CFPIC Executive Team, provides support to counties and Youth Ambassadors as they work to implement YEP. The Program Associate provides technical assistance to counties regarding activities to support YEP, including youth recruitment, engagement and project development and implementation. The Associate is expected to participate in regular virtual communication with Ambassadors that focuses on professional development, information sharing and cross-collaboration opportunities for youth and counties.

Location: Remote (California residents only)

Schedule: Part-Time (20-28 hours/week)

Pay: \$48-56/hour based on qualifications

- Qualified candidates interested in both this role & the PACT Consultant Network Coordinator role, may be considered for a full-time equivalent position with benefits.

The YEP Program Associate is a part-time, remote position that requires someone with a high-degree of initiative, strong organization and time management skills. Occasional travel to Sacramento for meetings may be required.

Key Responsibilities:

- Represent the agency in internal management meetings and ensure program alignment with agency vision and policies
- Plan, facilitate, and participate in statewide convenings, meetings, and collaborative workgroups (virtually and in person)
- Provide technical assistance and coaching to youth, county child welfare agencies and multi-disciplinary teams using the lens of lived expertise
- Ensure timely and professional communication with key partners at all levels
- Develop tools, resources, presentations, training materials, and evaluation protocols from lived experience lens
- Cultivate and maintain partnerships with local, state, and federal allied agencies
- Conduct research and contribute to knowledge-building across projects and programs, facilitating key linkages
- Apply evidence-informed and promising practices to improve the child welfare system
- Travel regularly throughout California as needed
- Perform additional assigned duties relevant to the position classification, including frequent follow up with youth and partners, scheduling meetings, etc.
- Plan and participate in frequent virtual meetings

MINIMUM QUALIFICATIONS:

- Strong background/knowledge of: child welfare in California; project management; strategic planning; MS Office and Google suite programs; remote communication platforms e.g. Zoom, email.
- Skill/Ability to: Work independently; manage tasks and projects; meet deadlines; communicate effectively and efficiently; create professional and accurate documents, presentations and reports; deliver presentations to a variety of audiences; read, interpret and analyze data; remain flexible to changes in workloads; work cooperatively with others.
- Ability to lead collaboratively, build networks, and sustain cross-sector partnerships
- Excellent written and verbal communication and strong organizational skills

EXPERIENCE & EDUCATION

Minimum Qualifications:

- Bachelor's degree in social work or a closely related field from an accredited college or university;
- Lived experience in child welfare, preferably in California.

CFPIC is committed to a diverse workforce and consultant network reflective of the communities we serve. To apply for this position, email your cover letter and resume to Youth Engagement Program (YEP) Director Margo Fudge at margo.fudge@cfpic.org.