

Project on Youth and Non-Military Opportunities

Project YANO • P.O. Box 230157 • Encinitas, CA 92023

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A UNIQUE OPPORTUNITY TO WORK FOR THE DEMILITARIZATION OF YOUNG PEOPLE AND THEIR SCHOOLS

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FISCAL CONTRIBUTOR:

Committee Opposed to
Militarism and the Draft

ENDORSERS:

Chicano Moratorium
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Vernon Sukumu
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Union del Barrio
Young Religious
Unitarian Universalists

JOB OPENING: PROGRAM COORDINATOR (SAN DIEGO COUNTY, CA)

Project YANO is a 501(c)(3) non-profit educational organization. Its goals are to:

- Inform predominantly high school-age people about the realities of military enlistment and war and make them aware of non-military options, including college financial aid and job training.
- Stimulate interest in careers in peacemaking and social change.
- Work for the demilitarization of schools.

Project YANO's direct outreach focuses on students, parents and schools in San Diego County. It collaborates with the Committee Opposed to Militarism & the Draft, another local organization doing related work. Project YANO also serves as a national resource for groups and activists engaging in similar work in other communities.

Project YANO is seeking an experienced organizer to provide programmatic and logistical coordination and financial management for the organization. The individual must be firmly committed to the organization's mission and methods for pursuing its goals. The person would work in San Diego County as a self-employed contractor under the oversight of the Project YANO board of trustees. Training in specialized tasks, responsibilities and background issues will begin immediately and continue as needed.

A strong candidate will have experience working with volunteers and be able to operate effectively under self-direction much of the time.

This position is open until filled, with a first review of applications beginning October 1. For assurance of full consideration, applications and supporting material should be submitted by October 7 via email to contact@projectyano.org. Projected start date: October 21.

Primary Tasks:

- Maintain financial records, give financial reports, prepare income/expense reports.
- Write grant proposals and coordinate other fundraising tasks.
- Coordinate and organize community/school outreach activities.
- Complete office related tasks, including maintaining computer and hard copy records.
- Provide board support, including distribution of meeting notices, reports and minutes, and implementation of board decisions.
- Coordinate and facilitate joint COMD/YANO meetings.
- Train, coordinate and provide direction to volunteers and interns.

- Public speaking: presentations to small audiences of students and community groups.
- Research, writing and literature design.
- Respond to requests on local and national levels for organizing advice and resources.
- Manage social media presence and two websites.
- Represent the organization in coalitions and networks.
- Coordinate production of newsletters, including some writing and editing of articles.
- Monitor relevant legislation and current events.
- Help organize occasional special events in collaboration with other community groups.

Minimum requirements:

- At least two years of college.
- Availability during daytime school hours. Some weekend and evening work required.
- Ability to travel throughout San Diego County, occasionally longer distances.
- Access to a vehicle to deliver booth materials to public events.
- Have basic computer skills and access to the Internet.
- Ability to utilize a digital calendar to organize tasks and meet deadlines.
- An understanding of the issues and challenges facing communities that are especially impacted by recruiting and militarism.

Key competencies:

- A strong desire and ability to learn new technical skills and the background to issues we address.
- Capacity to work with volunteers who have a mixed range of skills and knowledge.
- Ability to work effectively with diverse youth and communities.
- Be self-motivated and have a proven ability to work independently.
- Good time management and organizational skills.
- Must be detail-oriented
- Goal-oriented

Preferred/Desired:

- Bilingual (Spanish/English).
- At least two years of organizing experience.
- Social media skills
- Knowledge of or ability to learn how to use a variety of computer applications (e.g., desktop publishing, photo editing, database recordkeeping, bookkeeping).

Compensation:

-\$2,750/month for an average 30 hours of work per week. Additional possible hours and compensation would depend on future fundraising.

To Apply:

Please send the following to contact@projectyano.org, subject line Program Coordinator job:

- A resume or brief personal profile
- A one- or two-paragraph statement on why you wish to work for this specific organization.
- Additional material may be attached if relevant to our consideration of your application.

09/16/2019