

**THE WEST OAKLAND YOUTH CENTER (WOYC)  
MEDIA ASSOCIATE JOB DESCRIPTION  
OAKLAND, CA**

The West Oakland Youth Center's mission is to provide a safe environment where young people are engaged and supported to explore and develop their skills and talents. Our vision for West Oakland is as a thriving community with a proud history, where people are informed, connected, engaged and empowered to shape their future. The West Oakland Youth Center is a fun and safe place, where youth and young adults learn together and become change agents for the community.

**POSITION SUMMARY**

Under the general supervision of the WOYC Director, the Program Associate/Media Associate plays a key role in serving youth and young adults (focusing on ages 16-24) of West Oakland, primarily by coordinating the communications and media work of the WOYC. This position also contributes to the implementation of organizational strategies, policies and practices of the WOYC. Additionally, the associate works within the limitations of the WOYC's resources and in compliance with the WOYC's contracts, policies and procedures.

**JOB DUTIES**

- Work with the Director to create and manage the branding, logo and media/communications plans and strategies for the WOYC, including the website, newsletter and social media sites
- Provide support to the Events Coordinator to promote and document events and activities
- Maintain timely, accurate, and complete records on participants and programs/services for quality management, billing, reporting, audit and evaluative purposes, as needed
- Participate in all WOYC staff and WOYC advisory group meetings

**QUALIFICATIONS/REQUIREMENTS**

- Experience working with underserved youth and young adult populations
- Ability to understand and communicate with program participants and community members
- Proven experience in effectively using social media and communication strategies to reach youth and young adults
- Proven experience in designing and maintaining websites, newsletters and other promotional materials
- Highly organized, attentive to detail, and thorough
- Excellent oral and written communication skills
- Capacity to work independently and as part of a team
- Ability to work flexible or changing hours
- Photography experience a plus
- Youth and community organizing experience a plus

**COMPENSATION AND HOURS**

Compensation is \$ 15.50/hour. The position requires 20 hours/week (generally Monday-Friday, between 10:00am and 6:00pm, with some evening and weekends hours).

***Please send a cover letter and resume to [woycdirector@mentor.org](mailto:woycdirector@mentor.org) by Friday, February 5, 2016.***

*The Mentoring Center and The West Oakland Youth Center are equal opportunity employers. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*