



Voices Of Pacific Island Nations (VOPIN)

*Eliminating the Educational and Opportunity Inequities for
Pacific Islanders*
Education + Wisdom = Endless Opportunities!

Employment Announcement

Position: Youth and Young Adult Services Director

Compensation: \$55,000 - \$65,000 annual salary, depending on experience

Benefits: Paid vacation, holiday, and sick leave

Location: Kitsap County, Washington

About Voices of Pacific Island Nations

Voices of Pacific Island Nations (VOPIN) is a 501(c)3 nonprofit organization committed to inspiring Pasefika (Pacific Islander) students and their families by providing high-quality, culturally responsive services and resources to eliminate educational and opportunity inequities. We serve as a bridge to develop stronger relationships between students, schools, families, and the community.

VOPIN is a very small but fast-growing organization. Staff hired at this time will be part of a dedicated, mission-driven team working together to develop and implement new programs and services and building them from the ground up.

About Youth and Young Adult Services

The future of Pasefika communities is in the hands of our younger generations. Preparing youth and young adults for the future is essential for the preservation of our history and heritage.

Developing and teaching young leaders our culture and values will also help establish a just society. The Youth and Young Adult Services department will provide evidence-based, culturally resonant services under three headings: *Youth Advocacy*, *Academic Support*, and *Mentorship*.

VOPIN serves as an advocate for Pasefika youth and their families at the local, state, and national levels to ensure they are provided with the support they need to thrive. Activities include affecting policy changes to ensure the educational needs of Pasefika youth are highlighted, understood, and addressed. VOPIN's Youth and Young Adult Services Department will accomplish this through participation in organizations that influence education policies and by implementing Youth/Young Adult Leadership and Youth/Young Adult Ambassador programs that provide youth with the training and support they need to advocate for themselves, their peers, and their future.

Navigating Education is VOPIN's tutoring and mentoring program that improves academic achievement and educational outcomes through positive relationships and social, emotional, and academic support. Navigating Education's services are delivered both in and outside of the classroom. In-class support gives at-risk youth extra attention, especially in the areas of attendance, behavior, and academic performance. Afterschool support provides one-to-one and small group tutoring tailored to the individual needs of each student, social-emotional development, and supplemental support (college application, job application, time management, study habits, etc.). In school activities take place daily and last the entire school day. Afterschool sessions take place in

the school three to five days per week (depending on enrollment) in two hour sessions. It is staffed by Education Navigators who serve as both teachers and mentors.

Job Responsibilities

The Youth and Young Adult Services Director is a new position that will be responsible for developing, implementing, managing, and improving programs within this department. This position reports to the Executive Director.

Role and Responsibilities

- Develop, implement, manage, and improve programs that support VOPIN's mission, vision, and strategic plan within the Youth and Young Adult Services Department
- Design policies and procedures and strategies to meet program objectives
- Develop and maintain program budgets
- Be responsible for the sustainability of Youth and Young Adult Services programs through grant writing, fundraising, and other forms of resource development
- Develop and maintain a Continuous Quality Improvement Plan for all programs
- Oversee program evaluation and Continuous Quality Improvement
- Outreach and engagement of youth and families
- Supervision of Youth and Young Adult Services staff and AmeriCorps members
- Oversee and coordinate volunteers, mentors, and interns
- Develop and submit grant reports per funder guidelines
- Facilitate staff and partner meetings
- Other duties as assigned by the Executive Director

Required Qualifications

- Minimum two years program development and management experience, including staff supervision
- Excellent written and oral communication skills
- Ability to work with and positively support all youth, regardless of race, nationality, sexual orientation, gender identity, socio-economic status, and religion

Preferred Qualifications

- Bachelor's degree in education, social work, or a related field
- Knowledge of theories of Positive Youth Development
- Experience working with Pasefika youth and families and knowledge of Pasefika cultures
- Grant writing experience
- Program evaluation experience

How to Apply

Please email the following required materials to eliza@vopin.org:

- Resume with contact information
- Cover letter
- Three professional references
- All qualified candidates will need to complete a background check