



Carver has an immediate need for a Youth Leadership & Civic Engagement Specialist in our Teen Center department. Schedule is Monday & Fridays, 10am-6pm & Tuesdays, Wednesdays & Thursdays from 11AM-7PM, with some flexibility for trips/school events. Candidates with experience of working with youth preferred.

Position Specific Duties/Responsibilities:

Civic Engagement

- Recruit and retain at least 15 Teen Center participants annually to serve on the Teen Advisory Board.
- Foster a welcoming, inclusive, and youth-centered environment.
- Mentor youth through one-on-one coaching and group facilitation.
- Facilitate listening sessions, discussion circles and focus groups to understand youth and community concerns
- Support leadership, communication, teamwork, conflict resolution, and public speaking.
- Empower youth to take ownership of board responsibilities and decision-making.
- Facilitate bi-weekly Teen Advisory Board meetings.
- Deliver workshops on civic engagement, advocacy, systems change, public speaking, and leadership.
- Guide youth in identifying community issues and developing advocacy priorities.
- Support youth-led advocacy campaigns and policy recommendations.
- Develop relationships with elected officials, school leaders, community organizations, grassroots groups, and Carver's Board.
- Coordinate meetings, town halls, civic events, and volunteer opportunities.
- Coordinate youth-led community events, advocacy campaigns, presentations, and educational activities.
- Manage meeting logistics, guest speakers, transportation, and supplies.
- Support creation of the Teen Advisory Board handbook, mission, membership expectations, meeting procedures, and sustainability plan.

Smart Scholars

- Prepare, coordinate, and facilitate year round workshops for Smart Scholars participants at Carver Center and Port Chester High School.
- Conduct regular one-on-one check-ins with students via phone calls, text messages, virtual meetings, or in-person meetings.
- Monitor student engagement and participation throughout the program year.
- Track and input workshop attendance and program participation data.
- Monitor and document student volunteer/community service hours.
- Maintain accurate administrative records related to student engagement and participation.
- Communicate regularly with Port Chester teachers, school staff, and parents regarding student progress, concerns, and program participation.
- Support students with accountability, encouragement, and resource navigation as needed.
- Communicate with staff/personnel at the Port Chester School District to effectively share youth's compliance/completion of programming.
- Assist with program events, student activities, and other related Smart Scholar events.

General

- Track attendance, engagement, outcomes, surveys, and grant reporting requirements.

- Document advocacy activities, partnerships, and program impact.
- Maintain students records by reviewing notes, logging events and progress.
- Maintain accurate records of attendance records, activities, and incidents.
- Help compile data for program evaluation and reporting purposes.
- At the request of the Chief Program Officer, generate reports for meetings of the board of directors.
- Perform other duties as assigned.

Position Qualifications:

- Bachelor's degree in a related field or equivalent experience.
- Experience working with teens or young adults.
- Strong facilitation, communication, organization, and relationship-building skills.
- Strong communication and relationship-building skills
- Highly organized with strong attention to detail
- Comfortable using spreadsheets, databases, and digital communication tools
- Ability to work independently and manage multiple responsibilities
- Bilingual (English/Spanish) preferred but not required
- Experience in civic engagement, advocacy, youth leadership, or community organizing.
- Experience in education, youth development, mentoring, or social services is a plus

Position Overview:

The Port Chester Carver Center is seeking a passionate, organized, and community-minded Youth Leadership & Civic Engagement Specialist to support high school students through leadership development, mentorship, academic engagement, and civic participation. This position serves as the primary coordinator for both the Smart Scholars Program and the Teen Advisory Board, empowering youth to develop leadership skills, strengthen their academic success, and become active, engaged members of their community.

The Youth Leadership & Civic Engagement Specialist will mentor and support students through regular one-on-one check-ins, workshop facilitation, and ongoing communication with families, school staff, and community partners. The Specialist will recruit, coach, and facilitate the Teen Advisory Board, guiding youth as they identify community issues, develop advocacy initiatives, engage with local leaders, and organize service-learning and civic engagement opportunities. While youth will lead the direction of their projects and initiatives, the Specialist will provide mentorship, leadership development, logistical support, and meaningful community connections to help students successfully achieve their goals.

The ideal candidate is organized, proactive, youth-centered, and passionate about helping young people succeed academically, develop confidence as leaders, and create positive change within their schools and community. They are comfortable building strong relationships with students, families, educators, and community partners while managing multiple programs in a collaborative, fast-paced environment.

Physical Demands:

- Must be able to drive a 15 passenger van
- Must be willing to travel within Port Chester to off site workshops

About us: The Port Chester Carver Center helps our community thrive through programs that nourish, educate, and empower. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years. In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25-yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Informally known as the heart of the community, Carver Center's programs and services meet the holistic needs of people at every stage of life. Carver Center's programs address food insecurity; childcare; out-of-school-time

enrichment; youth development; services to support immigrants (citizenship classes); programs for senior citizens; aquatics and more.

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, creed, color, religion, marital status, familial status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, predisposing genetic characteristics veteran status, domestic violence victim status, or any other status protected under federal, state, or local law.

Carver Center employment policy requires the completion of a full background check prior to hiring, as well as references.

Rate: \$23-24 /hour, commensurate with experience, or annual range

How to Apply: Email resume and optional cover letter to Karina Lehan, Senior Director of Programs, klehan@carvercenter.org.

PORT CHESTER CARVER CENTER
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