



303.322.2382

4140 Tejon St.  
Denver, CO 80211

info@projectpave.org

## Youth Engagement Assistant (Hourly, Non-Exempt)

### Who we are

At PAVE we integrate our **experts in therapeutic support** and our passionate **team of educators** to help youth and families **heal from trauma, develop healthy relationship skills, and feel less isolated. We encourage community dialogue about gender-based violence and promote an emotionally healthy, self-expressive generation of young change-makers.** With a long history of providing support in the Denver Metro area, Project PAVE is constantly innovating to respond to the ever-changing needs of our expanding community. PAVE reaches more than **4,000** children, teens, parents, teachers, and professionals across Colorado. For more information, please visit [www.projectpave.org](http://www.projectpave.org).

### Who you are

You are a master of time management. You have a positive, can-do attitude. You are intrinsically motivated and gain satisfaction from helping others. Your capacity to work with youth is ever expanding and you have the ability to laugh in the face of adversity. Your developing interpersonal skills include communication, hard work, and a team oriented drive to make sure we all succeed.

### What you'll do

As a part of PAVE's Violence Prevention Program, you will be responsible for providing administrative assistance for our Youth Community Educators Program (YCEP) that specifically focuses on developing youth leaders. You will work closely with PAVE's prevention and intervention teams to facilitate PAVE's multiple curricula. You will report to the Youth Engagement Manager and work collaboratively with all staff members to further PAVE's mission of "ending violence by empowering youth to build healthy relationships."

### Key Responsibilities:

- Attend and co-facilitate PAVE's prevention trainings
- Co-facilitate PAVE's multiple curricula
- Plan, schedule and coordinate events for PAVE's YCEP program.
- Assist Youth Engagement Manager in training YCEP on PAVE's curricula on healthy relationships
- Track data and document program services provided for the YCEP program
- Create and maintain community partnerships to support the YCEP program

**Program Term:** June 6, 2022- May 31, 2023



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#### **What makes you a great candidate for this role**

- Experience speaking in front of groups and working with youth
- Exceptional communication and organization skills; detail-oriented
- Understanding of social systems and the way those systems impact the lives of those we serve

#### **What a position description won't tell you**

- Why you're right for this job: You love being in the weeds and the day to day grind is your jam
- Keep walking if: You can only handle one task at a time
- Your daily mantra: Authentic beats cool every time

#### **Physical demands and work environment**

- Office and Classroom Setting
- Virtual Work from home settings
- Traveling between multiple locations per day

#### **What you will receive**

As a **Youth Engagement Assistant** for Project PAVE, you will receive \$16.87 an hour to start for approximately 15-20 hours a week. You will also receive paid Personal Time Off.

#### **To apply**

Don't worry about creating a resume! Just submit an application for employment and your cover letter introducing yourself to [jobs@projectpave.org](mailto:jobs@projectpave.org).

*Project PAVE is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable. PAVE is working to become a more equitable organization and encourages those from marginalized communities to apply.*