



Member Engagement Assistant Job Description

RYSE creates safe spaces grounded in social justice that builds youth power for young people to love, learn, educate, heal and transform lives and communities.

About RYSE

RYSE is a safe and welcoming center for diverse West Contra Costa youth (ages 13 to 21) that seeks to build youth power and leadership towards the larger vision of personal and community health and transformation. Grounded in social justice values and principles, RYSE provides comprehensive and holistic programming and promotes multi-racial, cross-cultural relationships. RYSE opened its doors in October 2008, and features programming and services across areas of community health; education and career; juvenile justice; media, arts & culture; and youth leadership and organizing.

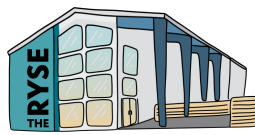
In 2019 RYSE launched RYSE Commons, a youth-designed expansion project to deepen our presence as a cultural, health and resource hub for West Contra Costa County. Construction and renovation is ongoing through 2022. RYSE Commons reflects the dreams, vision and support of young people, their families and the larger community. To learn more please visit rysecenter.org/rootedandrising.

Job Summary: The Member Engagement Assistant (MEA) supports the Member Engagement Team (MET). The MEA will be responsible for monitoring the computer lab, providing tours, and accessibility to equipment and programs when the lab is closed during member enrollments. Major duties include: managing the computer lab equipment, sign in/out sheet, answering any questions/concerns from youth and connecting with the MET when concerns/suggestions arise. MEA will support providing tours for potential members prior to receiving their orientations. The Member Engagement Assistant reports to the Culture and Engagement Program Manager.

Job responsibilities for this position include, but are not limited to the following:

Attending to the RYSE Computer Lab:

- Support daily computer lab operations;
- Sign in members through Youth Services;
- Print equipment sign out sheets (as needed);
- Support RYSE members in how to use computer software and hardware;
- Sanitize and clean keyboards, monitors, and tables daily;
- Organize headphones, wacom tablets, midi controllers daily;
- Ensuring keyboards and mouse are fully charged daily;
- Upkeep inventory equipment logs;
- Supervise RYSE members while entering and leaving lab to secure equipment;
- Ensure proper treatment and authorized removal of equipment;



- Log equipment damage and malfunctions and communicate to Media, Arts, and Culture Director for repairs;
- Make sure members are following house agreements and lab guidelines.

General Member Engagement Support:

- Provide tours to visitors and potential members;
- Support create a fun environment by bringing out equipment/games/music during member hours;
- Support in organizing/cleaning kitchen, hangout spaces, and program rooms when not in the lab;
- Model effective leadership and infuse all aspects of the work with a general social and political consciousness;
- Support at organizational events and leadership institutes;
- Regular check-in meetings with direct supervisor.

Qualifications & Skills:

- Have at least 1 year and recent experience working with youth between the ages 13-21
- Bilingual – demonstrated ability to speaking and writing in Spanish (required);
- Strong interest in youth development;
- Able to work in a fast-paced multicultural youth environment;
- Passionate about restorative practices and non-violent communication including circle process;
- Demonstrated ability to maintain confidentiality with sensitive information;
- Experience/desire working with youth peers from the diverse communities of West Contra Costa (or similar community);
- Ability to work and communication effectively with peers, members, parents/guardians and community partners;
- Strong organization, oral, interpersonal, communication skills: ability to manage time, meet deadlines, work well independently and in a team-oriented setting, and set priorities in an adaptive, fast-paced and responsive environment;
- Outgoing, enthusiastic and persuasive personality;
- Ability to work flexible hours most evenings and some weekends;
- Strong attention to detail;
- Computer literacy: word-processing, excel charts, asana, and other work-related applications;
- Commitment to social, racial and economic justice;
- Willing to adapt scope and responsibilities as needed to effectively achieve RYSE's mission and best serve the priorities, needs, and interests of members.
- Must be fully vaccinated, booster included (when applicable).

Compensation:

This is a part-time position at 32 hours per week (0.8 FTE) and an annual salary of \$40,000-\$45,000 (DOE); payable bi-weekly. The position is non-exempt and qualifies for overtime pay. We offer a comprehensive benefits package, which includes:

- Medical (including acupuncture and chiropractic);



- Dental and vision insurance
- Generous vacation, sick leave and holidays;
- A matching retirement account program;
- Professional development opportunities, and more!

How to Apply:

This job posting will be open until filled; however, we will be reviewing resumes on an ongoing basis until the position is filled.

Please send a cover letter, resume, and three references to dalia@rysecenter.org with the subject: Member Engagement Assistant. Please do not embed your resume and cover letter in the email.

For more information, please visit www.rysecenter.org.

RYSE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, age, marital status, military or veteran status, sexual orientation, religion (including dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), disability (including physical, mental, and/or HIV/AIDS status), gender (including identity and expression), genetics, or request for FMLA (if applicable). RYSE complies with applicable state, federal, and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

RYSE strongly encourages people of color, women, and LGBTQ applicants to apply. We will consider for employment qualified applicants with arrest and conviction records.