



## **EARTH CONSERVATION CORPS**

2000 Half Street S.W. ~ Washington, D.C. 20024 ~ Phone (202).479.6710~ Fax. ( 202).479.9509 ~ [www.ecc1.org](http://www.ecc1.org)

### **Youth Advocate Position Description**

Updated: November 2009

#### **Organizational Overview:**

Earth Conservation Corps is a youth development, environmental education and community service nonprofit located on the heavily polluted Anacostia River and in one of our nation's most disadvantaged communities, Southeast Washington, DC. Since 1989, we have successfully transformed the lives of some of the District's "hardest to reach" high students by incorporating a model of career and environmental education and training, youth and leadership development, and education, using service projects focused on restoring the Anacostia River and surrounding communities.

Earth Conservation Corps seeks a creative, self-motivated individual with expertise in youth development and addressing environmental issues

#### **Duties: Essentials/ Specifics**

*Reports to: Program Manager*

- Provide hands on/direct supervision for program activities and the personal and professional development progress of junior corps members.
- Recruits and enrolls a caseload of 25 junior corps members.
- Performs all essential case management functions.
- Develops Individual Graduation Plans for each junior corps members.
- Develops positive relationships with all stakeholders.
- Becomes functionally familiar with policies and practices of the DCPS school system.
- Completes worksite and home visits as required.
- Facilitates and schedules after school enrichments (at least 3 per week) and summer activities
- Facilitates and schedules quarterly parent meetings.
- Develop detailed program work plans and submit monthly reports (or as requested).
- Attend National and agency service days as identified.

***Earth Conservation Corps Mission:***

***To empower our endangered youth to reclaim the Anacostia River, their communities and their lives.***

- Report, document and track program activities and outcomes, including entering accurate information/data into designated database systems.
- Enhance junior corps members, staff and community members understanding of Earth Conservation Corps program model and history.
- Other duties as necessary to further the Earth Conservation Corps mission

**Qualifications:**

- Associates degree required, BA preferred or equivalent combination of experience & degree accepted.
- 2 years experience working with youth and families required. Experience with in urban setting preferred.
- Knowledge with the community, culture and regional and social issues of Washington, D.C.
- Must have a firm understanding of environmental projects and curriculum
- Strong written and verbal communication skills.
- Ability to handle and prioritize multiple tasks while maintaining attention to detail.
- Proficiency in Microsoft Office programs.
- Ability to work with diverse groups of people.
- Sound judgment, professionalism and a positive attitude
- Resourcefulness, creativity, and strong problem-solving skills.
- Clean driving record and reliable transportation.

**Salary:**

Commensurate with experience.

Please contact Shatia Owsley, Director of Workforce Development & Training, at (202) 479-6710. Send resume and cover letter by email to [sowsley@ecc1.org](mailto:sowsley@ecc1.org), or by fax to (202) 479-9509.

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