

Title: Office Support Specialist
Reports to: Executive Directors
Range: \$18-24/hr, up to 36 hours per week
Benefits: (Medical insurance, PTO)



About us:

The Foundation for Youth Resiliency & Engagement (FYRE) was created to achieve one overarching goal: to advocate for equitable opportunities that allow all youth to thrive. Our prevention, intervention, and outreach services focus on building resilience, strengthening families, and youth-led community outreach because youth deserve healthy minds, bodies, homes, and communities. We are committed to centering the voices of today's and tomorrow's youth, using knowledge and critical thinking for the betterment of our community, and addressing equity and inclusion through deliberate representation and advocacy. **In short, we want to create an environment where our youth feel safe, supported, and encouraged by people who understand and respect them.**

About you:

You consider yourself a team player who likes working in collaborative spaces. You strive to create a comfortable and welcoming space for young people to be their most authentic selves. You are patient and a problem-solver. You are reliable, organized, and know that all jobs and tasks at FYRE are helping build a strong foundation for our new nonprofit. You can connect with youth and adults with diverse backgrounds and abilities. You have a knack for identifying positive supports and organizing people. You have a passion for healthy equity and value whole-person wellness.

Some basics:

- You will work FYRE's front desk during open door hours
- You will co-create a comfortable atmosphere for young people seeking services
- You will connect young people with a FYRE advocate that makes most sense for their needs
- You have a good understanding of the various services FYRE offers and can relay that message to youth and community members
- You have a deep empathy for traditionally underserved youth
- You believe that all youth deserve an equitable opportunity to thrive

Some specifics:

- You will maintain FYRE's Youth Supply Closet by sorting donations, hanging up new clothes, and switching out clothing by season
- You will manage FYRE's Little Essentials Pantry
- You will work with other FYRE team members to assist with transportation for young people in FYRE's vehicle

Some specifics (cont'd):

- You will help young people fill out intake forms and tell them about FYRE's services
- You will support FYRE's social media presence & website
- You will help coordinate volunteers
- You will assist with sending out thank you cards to FYRE's supporters
- You will assist with light cleaning
- You will join FYRE staff in biweekly shared learning about equity, justice, lived experiences, and more
- You will check in with young people using our study pods or "resting" room
- You will help purchase materials for FYRE and organize receipts
- You will answer phones, give building tours, assist with scheduling, and manage FYRE's general info email

Required qualifications:

- Possession of WA State Drivers License
- Must be reliable and punctual
- Strong verbal and communication skills
- Highly organized
- Must approach conversations in a supportive and non-judgmental way

Preferred qualifications:

- Availability to work at the FYRE office from 10-6
- Bilingual Spanish/English
- Experience working with young people
- Lived experience that directly relates to the kind of work FYRE provides
- Work/volunteer experience that directly relates to this job including scheduling, customer service, and youth engagement

Foundation for Youth Resiliency and Engagement
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Job Application

Thank you for your interest in FYRE’s Office Support Specialist position. To apply please submit the following to the address or email above by January 27th, 2021, 11:59 PM:

- Job Application (this document)
- Resume
- Cover Letter

Name & Contact Information

First Name	Last Name		
Address, City, ST ZIP Code		Telephone	Email

Required Qualifications

- Do you have a valid WA state driver’s license? yes no
- Do you have a COVID-19 vaccination or ability to obtain before 2/1/22? yes no
- Do you have a high school diploma and/or GED? yes no
- Do you have any past, current, or pending offenses of crimes against children or minors including but not limited to: child abuse or neglect, rape or sexual assault, kidnapping? yes no

Reflection Questions

1. Why do we see poverty among young people in our community?

2. Why do we see substance use in young people?

3. Which young people are most likely to experience discrimination in Okanogan County?

Foundation for Youth Resiliency and Engagement

Cover Letter Guide

(USE TO GUIDE YOUR COVER LETTER OR IF YOU DO NOT HAVE A COVER LETTER)

Briefly explain why you would like to work at FYRE and why you think you would be a good fit for the job.

We often work with traditionally underserved youth (LGBTQ+, unhoused, low income, etc.). How would your personal experiences help you make an impact in this role?

Which required skills from the job description do you feel most confident about?

Are there any required skills from the job description that you don't have much experience with, but are excited to learn?
