



**Position:** Youth Engagement Assistant

**Description:** Working alongside the Groups & Youth Engagement Director, you are a direct link between Durfee Elementary-Middle School and Central High School, youth in the surrounding community who attend other schools and the Durfee Innovation Society.

**Working Relationship:** Director of Groups & Youth Engagement

## **ABOUT LIFE REMODELED**

We exist to bridge people across divides to help transform each other's lives – investing approximately \$5 million in cash, labor and materials into one Detroit neighborhood each year. Projects are determined by the community's needs and vision, and we assist in three areas: Renovating and repurposing former community assets, repairing owner-occupied homes, and mobilizing 10,000 volunteers to beautify 300 city blocks in six days. Throughout the process of unifying for a common mission, participants begin to realize how much they respect and need each other, which is a catalyst for long-term relationships and partnerships.

Life Remodeled has repurposed the former Durfee Elementary-Middle school building into the "Durfee Innovation Society," which is a hub of opportunity for children, students and adults. Instead of creating new programs ourselves, we created a dynamic space for the best and brightest nonprofit organizations and for-profit companies to move in, share resources and achieve greater collective impact. In partnership with students and community leaders, our new tenants move the needle on educational outcomes and community revitalization. They provide innovative approaches to education, employment, support for entrepreneurs and various social services.

## **Skills + Experience Required:**

- You love working with youth, and they think you're one of the coolest and most trustworthy people they've ever met.
- You have at least three years relevant experience.
- You can work both independently and as part of a team in a highly efficient and organized manner.
- You're incredible at multi-tasking, with the ability to work on several projects concurrently, prioritize and complete them in a timely manner while tracking progress on tasks.
- You're highly effective at follow-up.
- You handle confidential information with sensitivity and integrity.



- You're easily able to communicate clearly and "to the point" both orally and in writing.
- You analyze and troubleshoot problems.
- You provide fantastic customer service.
- You're flexible and cool as a cucumber under pressure.
- You're proficient in Microsoft Office and Google Docs.

### **Activities + Responsibilities:**

- Develop authentic relationships with the 20 - 30 youth who are most active in programming offered at the DIS.
- Establish and attend a student advisory council who will advise Life Remodeled on the youth's perspectives and desires for the DIS and additional LR projects in the surrounding community. The council will also invite and engage classmates in special activities at the DIS.
- Partner with Central High School and Durfee K-8 to maximize opportunities for students to participate in programs, use the DIS facility and benefit from opportunities offered by tenants. [SEP]
- Develop and deepen relationships with adult leaders who have significant influence in the lives of Durfee and Central students.
- Collect relevant data that will be analyzed to measure impact.
- Attend corporate, community, faith-based, and youth events to advertise programming and recruit youth to be involved as appropriate.
- Manage and create youth-related social media messaging.
- Other activities as requested.

**Salary:** \$40k

**A background check will be required prior to hiring.**

**Email resume and cover letter to Carrie Smith [Carrie@LifeRemodeled.com](mailto:Carrie@LifeRemodeled.com)**