



About Us

The Bus Project is an innovative nonprofit organization that mobilizes young people to move Oregon forward through civic engagement, leadership development, and advocacy work. We were founded in 2001 and have led the charge in increasing voting access with the passage of online voter registration, Automatic Voter Registration, and pre-registration for 16 year olds. We register and turn out thousands of young voters every year by working on issues that affect our generations, all while training hundreds of young leaders to create change.

What We're Looking For

The Bus Project is seeking a committed, resourceful Youth Leadership Coordinator to run our high school movement building and leadership programs. This position reports directly to the Executive Director, and works in collaboration with the Program Coordinator.

We're looking for someone who believes in the power of young people to create change and is passionate about mobilizing young people to register to vote, participate in elections, and tackle the most pressing issues facing our generation (i.e., election reform, economic justice, climate justice, criminal justice, gender justice, housing justice). Our ideal candidate takes initiative, is highly organized, builds relationships easily, and has experience working with diverse and underrepresented communities. You, yes, you should throw your hat in the ring if you're excited by this challenge and are ready to work hard. This position offers tremendous opportunities for leadership, innovation, and professional development on a very supportive team that takes the work seriously, but not ourselves. The Youth Leadership Coordinator is a core member of our team, and will be responsible for contributing to these projects:

High School Movement Building & Leadership Development - 50%

- Implementing civic engagement program and providing development for high school students to organize at their schools
- Building strong relationships with high schools through organizing with students, teachers, and other allies
- Supporting students with training on organizing, issue campaign development, storytelling, and more
- Meeting assigned metrics and goals, and building out the Bus Project base

Campaigns & Civic Engagement - 40%

- Move forward the campaigns of the Bus Project through relational organizing, communications, issue research, power analysis, and one-on-ones with youth and other stakeholders
- Collaborate in the planning, implementation, and success of National Voter Registration Day, education events, elections, and legislative sessions

Organizational Support - 10%

- Assist with monthly donor recruitment and retention to ensure the Bus Project has resources needed for movement building and youth development
- Contribute to our communications strategy and help break through the noise of the traditional media cycle to uplift the work of local, youth-led organizing

- Data entry and improving data management systems
- Attend board meetings and engage in planning processes including yearly goal setting and strategic planning
- Support special events throughout the year

Key Qualifications & Experience

- Experience with and passion for working with high school students
- Experience in a supervisory role and with group facilitation
- Project management skills and building community partnerships
- Issue campaign development and implementation
- Racial, gender, economic and LGBTQ+ Justice analysis and commitment to continuous learning around diversity, equity, inclusion and dismantling white supremacy culture
- Demonstrate success in thoroughly managing multiple projects with many moving parts to produce great results
- Have a work style that is flexible, respectful and collaborative, and the ability to maintain a supportive, empowering work culture
- Automobile + Insurance

Preferred, but not required: fluency in Spanish, experience working with voter registration or campaigns, understanding of VAN

Please note: We care more about your ability to get the job done than whether you have formal or informal experience. We encourage you to submit your application if this job excites you!

Logistics & Application Instructions

Job Title: Youth Leadership Coordinator

Salary and Benefits: \$34,000-\$37,000, commensurate with experience. We provide a comprehensive benefits package, including medical, vision, and dental coverage (with 100% of the premium covered by the employer), cell phone stipend, and paid time off.

Location: Our office is in SE Portland; travel within the Metro area required

Duration: Full-time, salaried position with evening and weekend work required

Deadline: Applications will be reviewed on a rolling basis and accepted until a diverse and qualified pool of candidates has been identified. Interviews begin mid March with an anticipated start date of early April. Apply by March 15th for priority consideration!

Please send a cover letter and resume to info@busproject.org and in the subject line put Youth Leadership Coordinator. Be sure to make the cover letter, you know, interesting, so we can learn about you.

No phone calls please. References will not be contacted without approval from the candidate.

The Bus Project is an equal opportunity employer. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions and identities are encouraged to apply. We are focused on building a diverse and inclusive workforce. If you're excited about this position but do not meet 100% of the qualifications listed above, we encourage you to apply.