



The Race and Gender Equity (RAGE) Project
2251 Florin Road, Suite 203
Sacramento CA 95822

Job Description Events Team Lead

Effective Date: October 2022
Reports To: RAGE Coordinator/Director (to be assigned)
Status: Part time (hours TBA)
Salary & Benefits: \$20/hour, 10 hours a week for 1 year (2 semesters) *federal work study preferred.

Gain experience as an events intern by organizing and implementing multiple events;. 1 year internship: **up to 380+ internship hours**. Gain administrative skills and proficiency in Microsoft Office, Trello, Google suite & social media platforms. Opportunity to network with systems and community leaders; Opportunity to work with Black youth and non-Black youth in schools and community settings. Training, professional development and networking opportunities will be provided. Technology stipend of \$50 a month.

Organizational Description:

The Race and Gender Equity Project creates spaces that create change.

Established in 2016, The Race and Gender Equity Project harnesses the power of individual and collective transformation through healing, education, advocacy, and research. We believe to create transformative change; the voices and recommendations of the most marginalized youth and communities must be at the center. The work we do is participatory and builds capacity among targeted populations, and stakeholders, to lead their own transformative efforts. We provide coaching, consulting and community work. Learn [more about our work here](#).

Project Overview:

RAGE Youth Connect (RYC) is a brand-new program facilitated and [em]powered by the Race and Gender Equity Project. Its purpose is to prevent, reduce social isolation, and peer disconnection; deepen understanding of youth needs; and reduce the likelihood of significant mental health concerns. The RYC Team will push into school-based events as well as host independent "meetups" in order to conduct social action research through strategically engaging Black, non-Black youth of color and other historically marginalized

youth. These events will be co-designed by young people using music, interactive kiosks, social media brand ambassadors and influencers. The team will also work with existing organizations that currently serve the target population, helping to increase their capacity to engage historically marginalized youth, as well as to connect young people to their services. We will intentionally target spaces that touch our most disconnected youth including independent study programs and community settings.

RYC, split amongst 3 teams (Events, Media and YPAR), will collaboratively work together to deliver in person and virtual rallies and small events at school sites, community spaces and other institutional locations during lunch and after school time.

Position Overview:

The Events Team Lead is responsible for:

- Understanding and articulating projects' and students' needs and wants
- Understanding requirements and details of each event
- Plan and organize events with attention to financial and time constraints
- Evaluate and provide reports
- Leadership and support of a team of youth facilitators
- Look for and compare different vendors (catering, decorators, musicians etc.)
- Book venues and schedule speakers
- Negotiate with vendors to achieve the most favorable terms
- Meet with Program Coordinator, collaborators, other team leads and coordinate with them regularly
- Maintain google drive and Trello.

Preferred skills:

- Priority given to individuals with lived expertise within the intersection of equity, education and mental health.
- Commitment to working in and with the Black youth community to effect change.
- Beginning understanding and interest in [Youth Participatory Action Research](#)
- Beginning understanding of theoretical frameworks - including Critical Race Theory, intersectionality, and healing justice.
- Knowledge of general office procedures
- Time management skills and ability to work toward a deadline
- Ability to use Google products including docs, sheets and slides
- Strong attention to detail, organization and task management skills
- Ability to lead a team of up to six youth facilitators
- Customer service (ability to engage with systems leaders and young people)

Qualifications:

The successful candidate will have a High school diploma and be working toward a Bachelor's Degree. Experience working with Black organizations and/or Black, Indigenous, People of Color and LGBTQIA+. Experience working with, and supporting peers, or younger youth. As this position is working with children, candidates must pass a DOJ background check.

Work Environment:

- Work flexible schedule including possible evenings and weekends to meet operational and business needs
- Ability to work and navigate community spaces
- Ability to work virtually and in person. Attend Zoom/Video meetings
- Attend meetings and trainings as scheduled.
- Work in a shared office space and active workspace with distractions.
- Upstairs office; for accessibility accommodations please notify Consulting Director
*see below

To apply for this position, please email your job application and resume to Maggie.rageproject@gmail.com, Consulting Director of People and Finance.