



TRUE KIDS 1
Youth Media and Technology



July 14, 2023

Job Description

Youth Outreach Manager

Cross-Appointment

True Kids 1 and Taos Alive

Overview

True Kids 1 (TK1) is a youth media-and-technology nonprofit located in Taos, NM. Taos Alive is a Community Coalition focusing on reducing substance misuse in Taos County. This position is a cross-appointment, with the successful applicant working for both organizations over a 40-hour week. Note that TK1 is moving into a new youth facility in July 2023, and will be located directly beside Taos Alive at La Posta Plaza opposite Albertsons.

The successful applicant will act as an independent contractor for True Kids 1, receiving a bi-monthly stipend for duties and responsibilities from both TK1 and Taos Alive.

Payment Amount: \$50,000. TK1 will provide a monthly cell-phone stipend to the successful applicant; there are no additional benefits provided. Contractors are responsible for paying their state, federal, and GRT taxes.

The stipend amount is based on a 12-month contract with the anticipated commitment of time for this position estimated at 40 hours/week. The contractor will invoice TK1 and Taos Alive at the end of each month with payment subject to TK1 policies and paperwork needs. It is understood that hours needed may vary throughout the project. The stipend will be invoiced and paid out at \$4166.67/month (which equates to roughly \$26/hour) inclusive of GRT.

Duration: 12 months (August 1, 2023 - July 31, 2024); continuation is contingent on additional funding.

This position reports to both the TK1 Executive Director and the Taos Alive Coordinator.

Primary Goals and Responsibilities of this Position

This post is ideal for someone who is social and outgoing. The ideal candidate wants to coordinate front-facing public events, to be part of the bustling nonprofit community, to

learn the nonprofit business model, and to eventually lead and instruct small groups and classrooms.

For TK1, the successful applicant will:

- Serve as the initial point-of-contact for all after-school programs. This includes meeting and greeting students for TK1 programs, ensuring student or parent paperwork is signed, attending to any issues or complications arising from students, filing incident reports, etc.
- Contribute to the strong and successful operations of TK1 Headquarters, ensuring that programs run smoothly, that TK1 instructors have the materials required, that food is bought and the kitchen stocked, etc.
- Work closely with TK1 professional staff to attend to computer and computer-filing tasks, primarily via Google Drive.
- Take needed steps to ensure TK1 maintains its nonprofit compliance. Small grant-administration tasks will be assigned.
- Play a role in the development and implementation of TK1's *Kids, Screens & Phones* program, and in bringing substance-abuse and -use issues into TK1 programs.
- Play a key connecting role between TK1, Taos Alive and other area nonprofits, especially those partnered with the Taos Education Collaborative.

For Taos Alive, the successful applicant will assist the Administrative Director of Youth Events to successfully co-create a series of events in collaboration with coalition and community partners as well as facilitate and promote [Botvin's Life Skills classes](#). The successful applicant will:

- Attend community meetings and build relationships with service providers in Taos County to gather information and resources to share at in-person indoor and outdoor events in Taos County.
- Plan a series of Youth Events to create positive and informative moments for promoting positive experiences and discouraging substance misuse.
- Seek ongoing education and professional development to keep abreast of current drug trends among all age groups in Taos County.
- Become trained in Botvins Life Skills curriculum in order to serve as an educator in Taos County schools and community events.

How to Apply:

To apply, please send an updated resume with three references and a cover letter to both **Sandy Campbell** (sandy@truekids1.org) and **Miles Bonny** (miles@taosalive.org). You may also write an email to either or both with questions you may have. Interviews will be conducted on a rolling basis, and this position will be filled as soon as possible.

Note that the successful applicant must undergo any/all background checks as either organization requires.