About John Burton Advocates for Youth
John Burton Advocates for Youth (JBAY) is a statewide organization dedicated to improving the quality of life for California’s foster youth, homeless youth and former foster youth through better laws and stronger, local practices. It was founded in 2004 by California State Senator John Burton. For more information about our work visit www.jbaforyouth.org

Responsibilities of the Project Associate position
JBAY is recruiting for the position of Project Associate. This position will be based in San Francisco and will provide support for the training, advocacy and administrative functions of the organization, which includes the following responsibilities:

Technical Assistance Support
- Schedule meetings and coordinate logistics for technical assistance and training events. This includes securing meeting spaces, scheduling web seminars and facilitating reimbursement requests, among other activities.
- Support research activities, which can include conducting interviews, conducting data analysis;
- Support the management of JBAY’s on-line database;
- Organize three graduation events held each May.

Advocacy Support
- Organize lobby days in Sacramento;
- Assist in the development of advocacy materials including sample support letters, fact sheets and background information;
- Solicit and manage legislative support letters.

Burton Book Fund Administration
- Administer the Burton Book Fund, which provides text books to 1,250 current and former foster youth attending college.

Communications
- Maintain content on the organization’s three main websites, ensuring its accuracy and timeliness. This includes posting information about all JBAY events, trainings, media, reports and other related content;
- Edit the weekly e-newsletter, which includes writing and copyediting articles;
- Manage the JBAY youth network;
- Assist with the development of presentations.
- Manage ordering process for JBAY publications
- Post updates on organizational social media sites
Minimum Requirements

- Bachelor’s Degree
- 3 years of previous, relevant experience
- Intermediate to advanced computer skills including word processing, spreadsheet, and basic presentation or database applications.
- High level of attention to detail
- Flexible and organized, with excellent judgment to support cross-functional activities
- Very strong communication skills
- Strong writing skills
- Strong working knowledge Wordpress

To Apply
Send resume and cover letter, which includes with salary requirements, to info@jbaforyouth.org. Inquiries that do not include salary requirements will not be considered. Please call 415 348-0011 with any questions.