

Job Description for and Expectations of the AEU YES Group Consultant

All AEU staff members have as their mission serving the Societies of the Federation, through existing member Societies and through extending the movement via new member Societies. The AEU recognizes that one way to serve member Societies and the extension of the movement is by supporting the organization of youth (13-18 years old) within the AEU through the Youth of Societies (YES) affiliate of the AEU.

The AEU is funding a YES Group Consultant to carry out this mission and support by:

- Aiding Society YES coordinators and others involved in Society youth programming in networking among themselves
- Writing materials to be distributed online by the AEU on maintaining and growing effective, safe, participative, and meaningful youth programming
- Supporting Society YES programs with a relevant and useful workshop at the AEU Assembly
- Becoming familiar with and summarizing YES activities within member Societies for the AEU Board and other AEU leadership
- Supporting Society YES coordinators through written materials which respond to their needs, and occasionally through organizing and facilitating networking among the Societies, or occasionally through direct advice
- Supporting Societies on recruiting, supporting, and evaluating YES coordinators, through written materials, facilitating networking, or direct advice
- Supporting Societies without YES programs on long-range and short-range planning to develop youth activities or YES programs, through developing written materials, and occasionally by facilitating networking or providing direct advice

These responsibilities are to be carried out in ways that promote:

- embodiment of Ethical Culture values
- Ethical Societies becoming more effective in serving youth
- networking among Societies on YES programming
- YES members developing leadership skills and ethical growth
- YES members preparing to become active members of Ethical Societies
- communication about YES between the consultant and the AEU, between the consultant and the YES coordinators, and between the consultant and other key stakeholders at Societies which may not yet have a large enough program to have a coordinator

In particular, the AEU YES Group Consultant is expected to

- represent the needs of YES and youth to the AEU leadership and member Societies
- represent the needs of the AEU to the YES coordinators and youth leaders and members
- provide (or delegate provision of) information on YES to be posted to the AEU website
- stay within the AEU budget for net expenses for the YES Group Consultant position
 - o (net expenses = expenses less revenue)

The AEU YES Group Consultant reports to the Executive Director (ED) who reports to the AEU Board. The E.D. has responsibility for selection, evaluation, and supervision of all other AEU staff members, and for ensuring that staff members are carrying out the AEU's plans. The staff person needs to remain in active communication with the E.D. about the performance of the responsibilities of this position. The Executive Director will annually evaluate the performance of the AEU YES Group Consultant, with input from YES coordinators and from Society and AEU leadership.

Hours and Pay: This position will be compensated at \$20/hour for a maximum of 260 hours in FY 2007 (October 1, 2006 – September 30, 2007). Because the position is a consultant position, no benefits or FICA tax are paid beyond this hourly rate.

To apply:

Send an application to Katharine Archibald, AEU, 2 W. 64th St., Suite 406, New York, NY 10023, to be received by October 1, 2006.

Include:

- **a resume including education, work history, and history of Ethical Society involvement including volunteer and paid positions**
- **a statement of why the applicant is a good “fit” for the position**
- **three writing samples, preferably about youth groups or youth organizing**
- **a draft list of goals for the coming year for the position**
- **references from three individuals who can speak to the applicant’s experience with youth inside or outside the Ethical Culture movement**

Finalists will be interviewed by a team of three people, including Ms. Archibald, via teleconference, during October. The person selected should be available to begin work by November 1, 2006.