



Youth 2 Leaders Educational Foundation

JOB APPLICATION

Job Title:	Marketing Coordinator	Reports To:	Director of Community Development
Job Type:	Part-Time	Compensation:	\$23 per hour
Main Office:	1701 Westwind Drive Suite 129 Bakersfield, CA 93301	Email:	hiring@y2lef.org
Application Submitted by:	Thursday, 09/03/2026	Submission Time:	5:00 p.m.
OVERVIEW	The Marketing Coordinator reports to the Director of Community Development and manages the day-to-day workflow for Youth 2 Leaders communications, outreach, program promotion, and brand consistency. The coordinator moves marketing requests from intake through approved delivery, develops public-facing materials, supports events and presentations, maintains digital content, and keeps files, calendars, and tasks organized. Work must be accurate, timely, mission-aligned, and approved before public distribution. This position requires a bachelor's degree and reliable transportation.		
APPLICATION REQUIREMENTS	Application packet must include: - Cover letter - Resume - Completed job application - Written prompt responses - Optional portfolio link or two to three relevant work samples Submit the completed packet to hiring@y2lef.org or deliver it to the main office listed above.		
APPLICATION PROCEDURE	Official job application forms must be completed in full and received by Youth 2 Leaders by 5:00 p.m. on Thursday, September 3, 2026. Incomplete or late applications may not be considered. Resumes are welcomed but will not be accepted in place of the official application. E-mailed applications and resumes will also be accepted. Applicants selected to move forward will be contacted for an interview.		

Youth 2 Leaders Educational Foundation prohibits discrimination, harassment, intimidation, and bullying based on any characteristic protected by federal, state, or local law.

EQUAL OPPORTUNITY EMPLOYER

APPLICANT INFORMATION

Applicant Information	Full Name: _____ Date: _____ Address: _____ City: _____ State: _____ ZIP Code: _____ Phone: _____ Email: _____ LinkedIn (optional): _____ Portfolio/Website: _____ How did you learn about this position? ☐ Website ☐ Social Media ☐ Friend/Referral ☐ Other: _____ Have you ever participated in a Youth 2 Leaders program? ☐ Yes ☐ No Have you previously worked or interned for Youth 2 Leaders? ☐ Yes ☐ No If yes, when/role: _____ Have you ever been dismissed from employment? ☐ Yes ☐ No If yes, explain, including employer, position, dates, and circumstances: _____ _____ _____
Marketing and Communications Experience	Check all tools or functions in which you have experience: ☐ Canva ☐ PowerPoint ☐ Google Workspace ☐ Asana or project-management tools ☐ Buffer or social scheduling ☐ Website/CMS updates ☐ Photography ☐ Short-form video ☐ Copywriting/editing ☐ Event promotion/support ☐ Analytics/reporting ☐ Other: _____ Briefly describe your strongest marketing or communications skills: _____ _____ _____ _____
Education	Highest level completed: _____ School/Institution: _____ Degree, credential, or program: _____ Field of study: _____ Completion date: _____ Do you hold a bachelor's degree? ☐ Yes ☐ No Do you have reliable transportation? ☐ Yes ☐ No

EMPLOYMENT AND RELEVANT EXPERIENCE

Previous Employment 1	<i>Begin with your most recent employer. Include relevant employment, internship, freelance, or volunteer experience.</i> Company/Organization: _____ Phone: _____ Address: _____ Supervisor: _____ Job Title: _____ From: _____ To: _____ Reason for leaving: _____ Responsibilities and accomplishments: _____ _____ _____ _____ May we contact this supervisor for a reference? ☐ Yes ☐ No
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Previous Employment 2	<i>Begin with your most recent employer. Include relevant employment, internship, freelance, or volunteer experience.</i> Company/Organization: _____ Phone: _____ Address: _____ Supervisor: _____ Job Title: _____ From: _____ To: _____ Reason for leaving: _____ Responsibilities and accomplishments: _____ _____ _____ _____ May we contact this supervisor for a reference? ☐ Yes ☐ No
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EMPLOYMENT AND ROLE-SPECIFIC EXPERIENCE

Previous Employment 3	<i>Begin with your most recent employer. Include relevant employment, internship, freelance, or volunteer experience.</i> Company/Organization: _____ Phone: _____ Address: _____ Supervisor: _____ Job Title: _____ From: _____ To: _____ Reason for leaving: _____ Responsibilities and accomplishments: _____ _____ _____ _____ May we contact this supervisor for a reference? ☐ Yes ☐ No
Work Samples and Additional Experience	Portfolio or work-sample link, if available: _____ Describe any experience creating communications for nonprofit, education, youth-development, or community audiences: _____ _____ _____ _____ Describe any experience coordinating events, managing content calendars, tracking requests, or routing work for approval: _____ _____ _____ _____ Languages other than English that you can use professionally, if applicable: _____

WRITTEN PROMPTS

Required Prompt	Please type and print your response on a separate page and attach it to this application. What specifically interests you about serving as Youth 2 Leaders' Marketing Coordinator, and how would your experience help advance the organization's college-access mission? (250-word maximum)
Choose One Additional Prompt	Please provide a written response to one of the following questions. (200-word maximum) 1) Describe a marketing or communications project you managed from the initial request through final delivery. How did you organize the timeline, verify information, and secure approvals? 2) Youth 2 Leaders often has multiple programs, events, and deadlines moving at once. How would you manage competing priorities, missing information, and last-minute revisions while keeping staff informed? 3) Describe how you would share a student or program success story while protecting participant privacy, maintaining accuracy, and following organizational branding and approval requirements. 4) Tell us about a time you received significant feedback on your work. How did you respond, make revisions, and ensure the final product met expectations?
Applicant Certification	I certify that the information provided in this application and its attachments is true and complete to the best of my knowledge. I understand that false, misleading, or materially incomplete information may disqualify me from consideration or, if employed, may result in separation from employment. Applicant Signature: _____ Date: _____ Printed Name: _____