



### About Youth Opportunity Ambassadors

IYF in collaboration with McDonald's Corporation has created The Youth Opportunity Ambassadors (YOA) program under the Youth Opportunity initiative. YOA seeks to equip youth with the skills to be successful public speakers and communicators, empower young people to decide how they want to be portrayed to others, and support young people, both, in the development of leadership and job-readiness skills, and in serving as communications liaisons between McDonald's and the public. The term of service is 6 months and YO Ambassadors can re-apply for another term.

The 6<sup>th</sup> cohort of YOA will run from **June 2023 – October 2023**. All engagement will be virtual via Zoom and Microsoft Teams, and members will participate in monthly check-in meetings, monthly career panels, a leadership development workshop, and other learning opportunities and social engagements. Additionally, they will provide monthly communication deliverables and plan and execute a culminating project.

YO Ambassadors will work and participate remotely with each other and with a team of IYF staff. They will have the opportunity to engage with other young people and community members through online global opportunities and ultimately share the results of the learnings with IYF, McDonald's, and other key stakeholders. This is not an hourly paid position, but YO Ambassadors will receive a stipend up to \$500 for their participation paid by IYF.

### Scope of Responsibilities

*Specific responsibilities of the Youth Opportunity Ambassadors include:*

#### Requirements

To perform your role, you will need:

- An internet connection via a phone, tablet or computer/ laptop
- Time to commit for the duration of the program, about 2-4 hours per month
- An open-minded positive attitude and eagerness to participate
- Positive teamwork skills
- Responsibility and accountability
- Active participation for full duration of the program

#### Mandatory Assignments

- Participate in scheduled monthly events, virtual calls, and group meetings.
- Communicate regularly with the YOA Lead Facilitator at IYF, this includes participation in regular check-in calls and sharing updates, data, and other project-related resources with IYF staff and each other.
- Complete communications assignments by requested due date.
- Review potential opportunities and provide written commitment to the YOA Lead Facilitator within the deadline.
- Participate in public speaking events, social media campaigns, interviews, and other similar opportunities related to the messaging of the YOA initiative.
- Share authentically while meeting the objectives of the engagement activity.
- Assist with moderating the LinkedIn group page, Instagram/ Twitter discussions.

- Maintain the branding and communication standards of IYF, McDonald's and any other institution that you are representing.
- Be accessible via email and/or phone during regular business hours.
- Fill/ sign all clearance and agreement documents provided by point of contact and IYF focal person.
- Agree to share your photo and bio for communication materials.

### **Commitment**

*YO Ambassadors commit to the following:*

- Attendance and full participation in the following Virtual convenings:
  - Kick off meeting in June.
  - Monthly check in meetings from June 2023 – October 2023.
  - Monthly career panels from June 2023 – October 2023.
  - Capacity strengthening sessions related to leadership, career development, professional development and communication.
  - Project analysis, mid and end line evaluations.
  - Social media engagement and content development.
- Completion of tasks and responsibilities as outlined in the *Scope of Responsibilities* above.
- Proactive communication with the IYF team and each other to share challenges, identify solutions, and collaborate to strengthen the quality of the final case studies and recommendations report.
- Arrangement for the virtual sessions, stipend and other logistics are fully coordinated by IYF.

*IYF commits to the following:*

- Arranging and facilitating all virtual sessions.
- Issuing stipends.
- Coordinating and communicating all event and meeting logistics.
- Providing access to leadership curriculum.
- Providing access to the LinkedIn group.
- Issuing letters of recommendation upon request.
- Providing a certificate to each participant upon successful completion of term.

### **IYF Representative**

IYF's programmatic representative for this Agreement is Edmari Del Valle, YO Program Manager, who shall be your primary point of contact. Your representative will provide activity oversight and monitoring and will review and approve all progress reports and invoices. Any revision to this Agreement requires an Amendment signed by IYF's Chief Executive Officer or Chief Financial Officer.

### **Remuneration**

Each YO Ambassador will receive a stipend of \$500 USD via IYF. \$250 will be paid in August 2023 and \$250 will be paid in November 2023, contingent upon active participation. All members who successfully complete their tasks and have full participation in YOA convenings will also receive a certificate of completion.

Nothing in this Agreement shall be construed to constitute employment, partnership or joint venture between the parties and each party remains solely responsible and liable for its respective claims, debts, obligations, and liabilities, except as otherwise provided herein. YO Ambassadors shall have no right to

## YO AMBASSADROS AGREEMENT

receive any employee benefits including, but not limited to, health and accident insurance, life insurance, sick leave and/or vacation. YO Ambassadors agree to pay all taxes including, self-employment taxes due in respect of the stipend, if applicable, and to indemnify IYF in the event IYF is required to pay any such taxes on behalf of YO Ambassadors.

YO Ambassadors acknowledge responsibility for all taxes levied on remuneration received under this Agreement by U.S., foreign, state, and/or local governments, and agree to free, indemnify, and hold IYF harmless from any claim or liability therefore. IYF will report payment of remuneration and withhold taxes to the extent required by the U.S. Internal Revenue Code.

### **Indemnification**

Since YO Ambassadors do not have authority to, and shall not incur any liability for or on behalf of IYF or McDonald's, YO Ambassadors agree to free, indemnify, and hold IYF and McDonald's harmless from any and all claims or liability which IYF or McDonald's may incur, including attorneys' fees or other legal expenses arising directly or indirectly from an act or omission of YO Ambassadors in the course of performance of this Agreement.

### **Force Majeure**

This Agreement is subject to cancellation or change on written notice to the YO Ambassadors in the event of causes beyond IYF's reasonable control, including without limitation acts of God or war, terrorism, earthquakes, floods, other natural disasters, strikes, riots, curtailment of operations due to governmental orders or rulings, and the like.

### **Standards of Conduct**

*YO Ambassadors will adhere to IYF and McDonald's policies and procedures for conduct, delineated as follows:*

- Exhibition of professional behavior and conduct.
- Prohibition of harassment on grounds of race, religion, gender identity, sex, sexual orientation, age, ethnicity or disability.
- Maintenance of confidentiality by ensuring that the internal affairs of IYF or McDonald's are not discussed and/or shared with any individual or entity outside the organization, including any information accessed in connection with this agreement.
- Maintenance of privacy of any data collected or used for project activities.
- Prohibition of absenteeism, tardiness and early departure from in-person trainings, workshops, meetings, and events. Exceptions for absences require prior approval from the YOA Lead Facilitator, or a designee, and is duly documented.
- Prompt disclosure of any situations that appear to compromise the member's ability to discharge their role(s) dutifully.
- Participants, staff and employees are encouraged to engage/interact in a professional and appropriate manner during the term of the program and are discouraged from engaging in inappropriate behavior with other program participants, staff, and/or employees. Any inappropriate behavior could result in termination from the program.
- Child Protection: Youth Opportunity Ambassadors are informed of IYF's zero tolerance approach to child abuse, child sexual abuse, child pornography, and other forms of violence against children. IYF is committed to proactively protecting children and youth that directly or indirectly benefit from IYF projects.
- Human Trafficking: Youth Opportunity Ambassadors are also informed that IYF has a zero tolerance approach to Trafficking in Persons defined as any conduct involved in reducing or holding someone in compelled service. Trafficking in persons may include forced labor, sex

## YO AMBASSADROS AGREEMENT

trafficking, bonded labor, debt bondage among migrant workers, involuntary domestic servitude, forced child labor, child soldiers, and child sex trafficking

- Reporting: YO Ambassadors are required to report to IYF and the relevant authorities, as appropriate, any known or suspected violations of Standards of Conduct by any parties involved in IYF programs. YO Ambassadors may inform IYF by contacting Lighthouse Services. Lighthouse Services provides a website, along with several other reporting methods, all of which are available 24 hours a day, seven days a week.
  - **Website:** [www.lighthouse-services.com/iyfnet](http://www.lighthouse-services.com/iyfnet)
  - **Email:** [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (must include International Youth Foundation in subject line and/or in report)
  - **Fax: (215) 689-3885** (must include International Youth Foundation in cover sheet and/or in report)

### Termination

The termination of the agreement will take effect at the end of the YOA period as indicated above or once the tasks have been completed. At any time, any party may terminate this Agreement upon reasonable notice in writing without cause, or for cause upon immediate notification. Cause shall include untimely or unsatisfactory performance, dishonesty, failure to comply with above Standards of Conduct, unauthorized actions, or other misconduct.

### Consent

By signing this agreement, the Ambassador certifies having carefully read and considered all provisions of this Agreement and accept all terms and conditions.

#### ACCEPTED AND AGREED:

INTERNATIONAL YOUTH FOUNDATION

Signature:

Name: Yvonna Stevens

Title: CFO & EVP Finance

Date:

Signature:

Name:

Title: YO Ambassador

Date:

I represent that I am a parent or legal guardian of the person identified above, who is a minor. I understand the above and consent to the conditions.

Parent/Guardian Printed Name:

Parent/Guardian Signature:

Date: