



Asian American LEAD

Youth Leadership, Empowerment, and Development

Position: Part Time Virginia High School Program Coordinator
Location: Fairfax County, Virginia
Area of Focus: Education, Youth Development
Salary: \$16 per hour/ 15-20 hours per week
Type: Part Time

Asian American LEAD's mission is to support low-income and underserved Asian Pacific American youth with educational empowerment, identity development, and leadership opportunities through after-school, summer, and mentoring programs. For more information, please visit our web site at www.aalead.org.

Position Description: The *Part Time VA High School Program Coordinator* will develop curriculum and implement after-school programming and some weekend field trips and events focused on helping students grow in AALEAD's three outcome areas: Educational Empowerment, Leadership, and Identity.

The *Part Time VA High School Program Coordinator* will:

- Serve youth in grades 9-12 once a week (program time 3:00 - 5:00 pm)
- Have administrative hours in the VA office - curriculum development, data tracking, and work plans
- Attend monthly team meetings
- Attend limited special events occurring on weekends.

This position requires travel to Annandale, VA and Washington DC for meetings and program implementation. The *Part Time VA High School Program Coordinator* will report to the VA Programs Manager.

The *Part Time VA High School Program Coordinator* is responsible for the following duties:

- Conduct after-school programming one day per week at one Fairfax County high school located in Annandale, Virginia
- Develop and implement curriculum focused on helping youth grow in AALEAD's three outcome areas: educational empowerment, identity development, and leadership opportunities
- Independently lead after school programming and supervise youth in grades 9-12
- Recruit youth and track participant data in AALEAD's database
- Achieve AALEAD and grant-required goals and maintain program documentation
- Track program spending and maintain a budget
- Support the team with special events and field trips
- Manage school relationships including direct communication with school liaisons
- Assist with additional tasks as needed

Qualifications:

- BA/BS in education, social work, liberal arts, or related field preferred
- Direct experience working with youth, teaching, or facilitating workshops
- Solid oral and written communication skills (public speaking experience preferred)
- Sensitivity to the needs of immigrant children and families
- Organized and attentive to details
- Ability to work a flexible schedule with program implementation occurring once a week (in the afternoon)
- Fluency in an Asian language is preferred
- Must pass background check and participate in required trainings
- This position requires regular travel to and from the AALEAD office in Annandale, VA to the program site; reliable transportation is recommended



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Asian American LEAD provides for a fair and equal employment opportunity regardless of race, color, religion, national origin, ancestry, sex, gender, age, marital status, disability, military/veteran status, sexual orientation, gender identity, gender expression, marital status, familial status, or genetic information, or other non-merit factor.

**How to Apply: Please submit a thoughtful cover letter and resume to
Shaima Ahmad, VA Programs Manager – sahmad@aalead.org
Priority Application Deadline: Friday November 9, 2018**