



Asian American LEAD

Youth Leadership, Empowerment, and Development

JOB DESCRIPTION: MD High School Program Coordinator

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Type: Full-Time

Location: Silver Spring, Maryland (not metro accessible)

Area of Focus: Education, Youth Development

Salary: \$35,000 per year, plus benefits

Start Date: June 2019

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 *MD High School Program Coordinator* will be part of a dynamic and committed team working to provide new opportunities to low-income and underserved Asian Pacific American youth. This position will lead curriculum development and implementation of two after-school programs and one summer program for Montgomery County High School youth. This position reports to the MD Programs Manager.

The *MD High School Program Coordinator* is responsible for the following duties:

- During the school year, independently lead after-school programs at two high school sites two times per week each (Monday through Thursday).
- During the summer, work with the MD team to lead a five-week program for middle and high school age youth.
- Develop and implement curriculum that impacts AALEAD's 3 outcome areas: Educational Empowerment, Identity, and Leadership.
- Recruit youth and reach participation targets for high school programs.
- Track data in AALEAD's performance management database, Apricot, and achieve AALEAD and grant-required goals.
- Manage school relationships and interface with counselors and administrators.
- Plan and lead youth enrichment events and field trips.
- Manage a budget and coordinate logistics of program activities and field trips.
- Work with Mentoring Coordinators to identify youth in need of mentoring.
- Assist with additional tasks as needed

Qualifications:

BA/BS in education, social work, liberal arts, or related field required

Direct experience working youth required; experience with High School youth preferred

Solid oral and written communication skills

Sensitivity to the needs of immigrant children and families Organized and attentive to details

Flexibility to work some weekends, evenings, and holidays

Conversational skills in an Asian language preferred

How to Apply: Please submit a thoughtful cover letter and resume to AALEAD's Programs Director, Ari Pak, at apak@aalead.org. In your email, please type "Application for MD HS" in the subject line by April 30, 2019 .