JOB DESCRIPTION: Maryland High School Program Coordinator

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: Flexible; June 2020 - July 2020

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. Asian American LEAD offers robust employee benefits including a comprehensive insurance plan, retirement account, and flexible work schedule. For more information, please visit our web site at www.aalead.org.

Position Description: The Maryland (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. The ideal candidate for this position will possess a passion for positive youth development and working directly with young people, have success building relationships, be excited to work collaboratively and creatively on teams, and have strong task management skills. This position reports to the Maryland Programs Manager.

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

- Coordinate after school and summer programming for Montgomery County high school youth.
- During the school year, independently lead weekly after-school programs at two high school sites; including coordinating all program logistics, activities, and events and field trips.
- Develop and maintain professional, supportive, trusting relationships with youth from after school and summer program sites.
- Develop, implement, and document curriculum that aligns with AALEAD’s 3 outcome areas: Educational Empowerment, Identity Development, and Leadership Opportunities.
- Collaborate with MD team members to lead After School Youth Council programs for additional youth leadership opportunities; including planning meetings, providing consistent youth support, and guiding execution of project implementation.
- Collaborate with Maryland team members to plan and lead a five-week Summer program for middle and high school age youth; leading the High School Summer Programming component including supervise Summer Youth Leadership Program Coordinators and provide leadership training, ongoing support, and daily supervision.
- Recruit youth and track demographic and attendance data in AALEAD’s performance management database, maintain program documentation, and achieve AALEAD and grant-required goals.
- Engage youth in regional, all programs, and all team initiatives and events.
- Manage school site partner relationships and interface with counselors and administrators.
- Maintain relationships with community organizations to provide new opportunities for youth
- Manage a budget and coordinate logistics of program activities and field trips.
- Participate and actively engage in all team and programs team meetings and initiatives.
- 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

A note on hiring and employment during COVID-19

AALEAD staff have been working hard to continue serving and supporting AALEAD youth during the ongoing health crisis and related social distancing and school closures. AALEAD follows the COVID-19 guidance of state, county, and school districts regarding social distancing and in-person operations. Formerly, AALEAD accomplished administrative and program roles on-site through face-to-face interaction. AALEAD has moved all operations, including youth programming, to distance and digital formats. At this time and until further notice AALEAD employees accomplish their work remotely. For the MD High School Coordinator position, all interviews, new employee onboarding, administrative tasks, and youth programming will be accomplished remotely and utilizing digital tools.

Job responsibilities for the MD High School Program Coordinator role will be tailored to meet the need for social distancing between staff and youth. The timeline for remote work and adjusted responsibilities will align with state and district school guidance. Hiring for this role aligns with the start of summer programming and ongoing professional development. Adjusted skills and position responsibilities include:

- Staff must have the ability to work remotely including reliable internet; computer, work phone, and other accessories can be provided by AALEAD for completion of work-related tasks
- Participate in ongoing digital orientation and onboarding sessions with manager and team members to gain important information about AALEAD and the role
- Participate in weekly Maryland Team check-ins, and monthly Program and All Team meeting to remain connected to regional and all-region updates and supports
- Collaborate with DC, Maryland, and Virginia Programs team members to plan and lead adjusted Summer Programs for middle and high school age youth in digital and project-based formats
- Collaborate with Maryland Manager to connect with high school youth and begin developing relationships for the upcoming school year
- Participate in ongoing professional development and training opportunities in curriculum development, positive youth development, and facilitation

How to Apply:

Please submit a thoughtful cover letter and resume to info@aalead.org
Please type “Application for MD HS” in the subject line. Applications will be reviewed on a rolling basis.