



Position Description: DC Middle School Program Coordinator

Type: Full-time, non-exempt

Position Start: August - September 2021

Location: Washington, DC

Area of Focus: Education, Youth Development

Compensation: AALEAD offers a compensation package that includes a competitive salary of \$35,000; fully paid premiums for medical, dental and vision coverage; fully paid life insurance; long- and short-term disability insurance; a 403B program; opportunities for training and development; 10 days of annual leave per year, 6 days of sick leave per year, plus all federal holidays off.

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

AALEAD is seeking a full time DC Middle School Program Coordinator to join a dynamic and committed team working to provide new opportunities for low-income and underserved Asian American Pacific Islander youth. The DC Middle School Program Coordinator will develop curriculum and implement afterschool programming, weekend field trips and events, and summer programming focused on helping youth grow in AALEAD's three outcome areas: Educational Empowerment, Leadership, and Identity. The ideal candidate for this position will possess a passion for positive youth development and working directly with young people, be skilled in building successful relationships, and have strong time management skills. They will be a team-player and independent problem solver. This position reports to the DC AALEAD office with daily travel to programs. The DC Middle School Program Coordinator reports to the DC Programs Manager. The DC Middle School Program Coordinator is responsible for the following duties:

- Coordinate and lead middle school after school and summer programming.
- Develop and implement curriculum that impacts AALEAD's 3 outcome areas: Educational Empowerment, Identity, and Leadership.
- Recruit youth and reach participation targets for middle school programs.
- Track data in AALEAD's performance management database and achieve AALEAD and grant-required goals.
- Manage community and 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 refer youth in need of mentoring.
- Provide periodic grant reporting data for Program Manager and Director
- Support at regional programmatic events
- Support AALEAD development efforts through documentation and youth engagement
- Assist with additional tasks as needed

Qualifications:

- BA/BS in education, social work, liberal arts, or related field OR relevant work experience
- Direct experience working with youth or teaching; experience working with middle youth preferred
- Commitment to providing exceptional programs to youth
- Organized and attentive to details
- Excellent communication skills, both verbal and written

- Sensitivity to the needs of immigrant children and families
- Ability to work Monday-Friday schedule with daily travel to program sites; flexibility to work some weekends, evenings, and holidays
- Fluency in any Asian language is preferred

How to Apply

Please submit a cover letter and resume to AALEAD's Programs Director, Ari Pak, at apak@aalead.org. Include "Application for VA Middle School Program Coordinator " in the subject line. Incomplete applications will not be considered. **Applications are due by Thursday, September 2, 2021 at 5:00PM.** Applications will be reviewed on a rolling basis and the position may be filled earlier than the closing deadline.

What else you should know

A Note On Hiring and Employment During COVID-19: AALEAD follows safety guidance of state, county, and school districts regarding social distancing and in-person operations. At this time, operations are completed through remote and in-person engagements. The timeline for remote work and return to in-person work will be determined by the Executive Director. While working remotely, staff must have access to a reliable Internet connection, computer, phone, and other accessories required to complete job tasks. When in-person, this position requires daily travel to program sites and intermittent travel to events and AALEAD offices.

Equal Opportunity: AALEAD is an equal opportunity employer; please read AALEAD's full [EEO Notice](#) on our website.