

Position Description: MD Middle & High School Programs Coordinator

Type: Full-time, non-exempt

Position Start: September-October 2021

Location: Silver Spring, MD (not metro accessible)

Area of Focus: Education, Youth Development

Compensation: AALEAD offers a compensation package that includes a competitive salary of \$41,000; 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 Maryland (MD) Middle & High School Program Coordinator to join a dynamic and committed team providing new opportunities for low-income and underserved Asian American and Pacific Islander youth. The MD Middle & High 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 MD AALEAD office in Rockville, MD with daily travel to programs. The MD Middle & High School Program Coordinator reports to the MD Programs Manager. The MD Middle & High School Program Coordinator is responsible for the following duties:

- Coordinate and lead middle and high 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 and high 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 single PDF file of your cover letter and resume to AALEAD's Programs Director, Ari Pak, at apak@aalead.org. Please type "Application for MD MS HS Programs Coordinator" in the subject line. Incomplete applications will not be considered. Applications will be reviewed on a rolling basis until the position is filled.

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 a hybrid of remote and in-person duties. At this time, program positions require some in-person program implementation and meetings. While working remotely, staff must have access to a reliable Internet connection, computer with audio and video, phone, and other accessories required to complete job tasks. When in-person, this position requires 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.