



### **Program Facilitation Coordinator - Asian American LEAD**

**Position title:** Program Facilitation Coordinator

**Type:** Part -Time (Up to 20 hours per week)

**Location:** Primarily DC based but must be able to drive to Northern Virginia and Montgomery County, MD (hiring for 2 positions)

**Position Start:** August 7, 2023

**Area of Focus:** Education, Youth Development

**Pay:** Asian American LEAD (AALEAD) offers a competitive hourly rate of \$25.00 per hour.

**Asian American LEAD** is an established DC based nonprofit organization focusing on positive outcomes for AAPI youth in the DC, Northern Virginia, and Maryland region. Celebrating its 25<sup>th</sup> anniversary in 2023, AALEAD has served thousands of young people since its inception through afterschool, summer, and mentoring programs. AALEAD believes that all youth can succeed and have the capability of making decisions that impact their education and future. Guided by a new five-year strategic plan and poised for growth and deepening impact throughout the Asian American and Pacific Islander (AAPI) community and across the region, AALEAD seeks detailed oriented and youth centric individuals to join a dynamic and committed team as Program Facilitation Coordinators. These individuals play critical roles in ensuring that all program and event logistics are in place, supplies and resources are delivered to sites in a timely manner and periodically leading the implementation of youth programming in AALEAD's target communities: Northern Virginia; Washington DC; and Montgomery County, Maryland. The ideal candidate has a passion for youth development, and a commitment to making a difference in the lives of underserved communities, especially with AAPI youth and communities. AALEAD will provide ongoing training and development opportunities for Program Facilitation Coordinators.

**Asian American LEAD's mission** is to empower AAPI youth in underserved communities through culturally responsive programming and advocacy. For more information, please visit our website at [www.aalead.org](http://www.aalead.org).

**Position Description:** The Program Facilitation Coordinator is responsible for ensuring that all program logistics are in place, supplies and resources are delivered in a timely manner, and collaboration with the Events Manager occurs regularly resulting in youth field trips and events being seamlessly delivered. In addition, when a Youth Facilitation Coordinator is absent the Program Facilitation Coordinator will



deliver AALEAD program content and activities to AAPI youth attending AALEAD afterschool and summer activities. When substituting, this individual will be responsible for content delivery; building strong, trusting relationships with program participants and their parents; tracking the results and outcomes for the students in their programs; and engaging in the recruitment of participants.

As we strive to successfully execute our mission, we, collectively and individually, must live and breathe our organization's core values of inclusion, community, equity, relationships, and learning. These values are the guideposts for furthering our mission-aligned strategic initiatives.

**Role Profile and Responsibilities:** The Program Facilitation Coordinator reports to the Program Manager and should demonstrate the following in the delivery of their responsibilities:

*Leadership:*

- Develop relationship with youth and deliver positive program experience for all students attending the organization's school-based program.
- Develop and manage relationships with parents and families ensure that students are growing and learning.

*Program Delivery*

- Have a clear understanding of AALEAD's programmatic goals, priorities, and initiatives.
- Periodically deliver AALEAD program curriculum to students participating in programs as needed.
- Work with the Program Managers and Youth Facilitation Coordinators to ensure that all resources, supplies, and materials are available for the successful delivery of program content.
- Coordinates with the Events Manager to ensure all event and trip logistics are in place.
- Participates in all youth program staff meetings and trainings.

*Program Operational Management*

- Support program reporting and entering information into data tracking system during high recruitment cycles and ongoing as needed.
- Support in the generation of programming and fundraising reports.
- Facilitate access to and use of site and organizational tools and resources for the successful delivery of AALEAD's program.

**Qualification and Competencies:** Qualified candidates for this position should possess the following core competencies and skills:

*Core Competencies*



Each position has a set of four or five key competencies needed to excel in the execution of its responsibilities. For this position they are:

- Communication
- Results Focused
- Relationship-building
- Managing Conflict
- Problem Solving

#### *Skills and Qualifications*

- Individuals who have worked or volunteered in similar settings (e.g. summer camps for underserved youth), or are seeking a BA/BS in education, social work, liberal arts, or a related field.
- A passion for or experience working with youth or teaching.
- Excellent communication, interpersonal, and conflict-resolution skills.
- Time management skills.
- Ability to identify problems and implement effective solutions and strategies.
- Commitment to providing exceptional programs to youth and support to them and their families.
- Solid verbal and written communication skills.
- Previous experience working with and/or knowledgeable about the issues and needs of AAPI immigrant youth and families.
- Organized and attentive to details.
- Ability to work on site primarily during after school hours with the flexibility to work some evenings and weekends as scheduled.
- Fluency in any Asian language is strongly Desired.

#### **Equal Opportunity Employer**

AALEAD is an equal opportunity employer and prohibits discrimination in any aspect of employment based on an individual's race, color, religion, creed, sex, national origin, ancestry, age, mental or physical disability, medical condition, marital status, pregnancy, sexual orientation, gender identity, gender expression, any veteran status, any military service or application for military service, genetic disposition or carrier status or any other category protected by federal, state or local laws.

#### **How to Apply:**

To apply, please email your resume and a short letter of interest indicating your alignment with the role. In the subject line, indicate the role you are applying for (i.e. "Application for Program Facilitation Coordinator"). Please email all materials to Akil Vohra at [info@aalead.org](mailto:info@aalead.org).