



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

**Position Title:** Youth Facilitation Coordinator

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

**Location:** School and community-based sites in Northern Virginia and Washington DC; Montgomery County, Maryland (hiring for 6 positions, 2 in each region)

**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.

OR

**Type:** Full -Time

**Pay:** \$41,000-\$50,000

**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 over 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 an energetic and youth centric individuals to join a dynamic and committed team as a Youth Facilitation Coordinator. This individual will play critical roles in delivering age-appropriate youth development programming focused on advancing educational empowerment, leadership, and identity for AAPI youth. Furthermore, this role will prioritize building strong relationships with parents and families of youth. The programs take place in middle and high schools with opportunities for future regional expansion.

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 Youth 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 Youth Facilitation Coordinator will deliver AALEAD program content and activities to AAPI youth through afterschool and summer activities. This individual will be responsible for content delivery; building strong, trusting relationships with youth 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 Youth 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 Implementation*

- Have a clear understanding of AALEAD's programmatic goals, priorities, and initiatives.
- Participates in all youth program staff meetings and trainings.
- Lead and participate in youth recruitment activities and events.
- Successful delivery of the AALEAD program curriculum to youth participating in their program.
- Work closely with the Program Facilitation Coordinator responsible for all site logistics and administration.

#### *Program Operational Management*

- Input program reporting information into the AALEAD data tracking system and providing as needed support in the generation of programming and fundraising reports.
- Use available 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*

- 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, AAPI studies, 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 desirable.

#### **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, region, and type of employment you are applying for (i.e. "Application for Youth Facilitation Coordinator - MD - FT"). Please email all materials to Akil Vohra at [info@aalead.org](mailto:info@aalead.org).