

KOREAN AMERICAN FAMILY SERVICE CENTER

Position description

Position: Youth Program Coordinator & Advocate

Status: Exempt Full-time

Reports to: Director of Programs & Administration

Supervises: Part-Time instructor, Civic Corps member, volunteers, and/or interns

The Korean American Family Service Center (KAFSC) seeks a dynamic, experienced person to lead high-school youth in the Korean and Asian American community, with a focus on developing their leadership skills and educating them to serve as peer advocates for healthy relationships. This position also coordinates and implements Project HEAL, our new agency-wide, sexual abuse intervention and prevention initiative for KAFSC. This is a grant-funded position. The incumbent will manage and implement all youth programs for high school aged youth, including: Youth Community Project Team (YCPT), Project GOAL (Girls Own Artistic Leadership), and the Unni-Hyung Mentoring Program.

Key Responsibilities

Leading & Coordinating Youth Programs

Youth Community Project Team (YCPT)

- Facilitate weekly sessions and build curriculum for youth on relationship abuse and healthy relationships.
- Recruit and enroll new YCPT members
- Ensure a variety of youth-led outreach, recreation, and fundraising events that are planned and implemented
- Advise and counsel youth as needed; provide appropriate information/support to youth and parents
- Promote and advertise the program
- Document, evaluate and submit reporting data on the effectiveness of programs and activities; maintain all student records
- Work with the KAFSC Associate Board to deliver the Knowledge Network to connect immigrant youth with young professionals
- Maintain communication with YCPT students and parents through meetings, email, facebook, text, phone calls, a parent newsletter and periodic parent meetings
- Maintain ongoing positive relationships and contact with community partners, including collaboratively organizing public events (e.g. youth conference) for youth audience
- Keep abreast of youth issues and resources, as well as the needs and interests of students and the community; conduct ad hoc projects as needed
- Recruit, train and supervise volunteers

Project GOAL

- Lead and facilitate discussion sessions for 2 cycles of 10-week program per year
- Recruit and interview potential program participants
- Prepare all logistics related to the program operation, including equipment management and refreshments
- Hire, train and supervise a part-time Photography/Photo-editing instructor
- Plan and implement 3 sessions of the Summer Engagements Series, where participants will meet and engage with Asian American women who work in the media arts field
- Provide additional support for participants as needed
- Document, evaluate and report the effectiveness of programs and activities; Maintain all program-related records
- Plan and implement exhibition events after each cycle to engage the community with the Project GOAL's output

Unni-Hyung Mentoring Program

- Recruit, screen, and interview potential program participants (mentors and mentees)
- Assign pairs and coordinate logistical aspects of the program
- Provide ongoing support for the mentors and mentees to ensure positive and enriching experience

Sexual Assault Advocacy & Community Education

- Work with the sexual assault intervention & prevention team to design effective community outreach projects
- Ensure that sexual assault trainings and outreach activities are included in the youth programs
- Create opportunities to engage the community and conduct presentations/cultural sensitivity trainings

Agency-wide Mission Support

- Serves as a backup for the 24-hr hotline
- Support and actively participate in agency-wide events, such as Silent March Against Domestic Violence, Annual Gala, Lunar New Year Parade, Korean Parade, etc.
- Actively participate in bi-weekly staff team meetings

Qualification

- Bachelor's degree required, background in Social Work, Counseling, Education, or related field preferred
- 2-3 years of experience working directly with young people
- Demonstrated ability to engage, recruit, and retain young people and develop positive relationships with youth & parents/guardians
- Ability to counsel youth, guided by a strong understanding of youth developmental stages and their social/emotional needs
- Experience working with individuals from diverse cultural and economic backgrounds
- Ability to work independently and in a team, initiate projects, and develop and implement an array of social-educational activities
- Ability to think creatively, and prioritize multiple tasks
- Excellent communication and interpersonal skills; detail-oriented and organizational skills
- Bilingual fluency in Korean strongly preferred
- Evening hours during program and occasional interview/meetings required
- Knowledge and familiarity in Queens Korean/Asian immigrant community a plus

To apply, please e-mail your cover letter and resume to Saenam Kim at saenam@kafsc.org. No phone calls please. KAFSC is an equal opportunity employer.