



Job Title: Youth Program Coordinator

Report to: Program Manager, Youth Services

Position type: Full-time, salaried

About Chinese Mutual Aid Association

Chinese Mutual Aid Association is a nonprofit social services agency dedicated to helping immigrants, refugees, and other minorities acclimate to life in America and reach their full potential as engaged community members. Established in 1981, CMAA has been a cornerstone of the Uptown community for over 35 years, providing programming for generations of low-income youth, adults, and senior citizens. CMAA's Youth Department provides after school academic and enrichment programming for low-income immigrant and minority youth; summer youth programming; young adult mentorship services; and teen employment programs. The youth department also manages CMAA's social enterprise initiative, Tiger Tutor.

Job Description

Youth Program Coordinators provide support for CMAA's youth programs and services by coordinating programming and activities for CMAA's Youth Department. More specifically, this position is responsible for coordinating programming and activities for CMAA's Diverse Young Leaders after school program and Youth Summer Camp, which provides quality after school and summer academic and enrichment programming for youth from K-8th grade. Combined, the Diverse Young Leaders Program and Youth Summer Camp serve between 125-150 youth per year. This person may also be asked to assist in CMAA's young men's mentorship program, Young Men Making Moves, as needed.

The ideal candidate will be outgoing, focused, and committed to serving low-income youth of color. He or she will be able to work independently in a fast-paced environment and be able to manage a diverse group of children. This position is an excellent opportunity to learn about and engage in various ethnic and low-income communities and to contribute to a high-energy team dedicated to supporting Uptown's local immigrant, refugee, and minority youth.

Job Responsibilities

- Coordinate and implement programming for CMAA's Diverse Young Leaders program, with a focus on serving youth from 6th-8th grade
- Work with outside partners to coordinate programming, including educational partners and other non-profit organizations
- Assists Program Manager in after school program data analysis & evaluation efforts
- Oversee and onboard youth department volunteers, including scheduling, paperwork, and orientation
- Serve youth directly, building quality relationships focused on youth voice and success
- Collaborate with parents directly as needed, building relationships and providing guidance on student success
- Complete other duties as assigned by the Program Manager, Youth Services

Qualifications

We're looking for a candidate who has:

- Ability to work with youth and families from a variety of backgrounds specifically diverse populations in immigrant and refugee communities
- Excellent interpersonal and communication skills
- The confidence to manage multiple children at once and resolve conflicts fairly
- Good organizational skills with the ability to multitask and prioritize workload
- Ability to maintain organized, current, and accurate records for process evaluation
- Experience with Microsoft Excel or Google Sheets

Preferred Requirements

- Bachelor's degree in a related field



- Proficiency in another language (specifically Vietnamese or Cantonese) is preferred, but not required.
- Experience developing and implementing programs, preferably in non-profit setting and /or programs for children/teens

How to Apply

Please send a resume and brief cover letter to Madeleine Azcueta, HR Coordinator, with the subject line "Youth Program Coordinator" to madeleinea@chinesemutualaid.org

Chinese Mutual Aid Association is an equal opportunity employer.