



## ASIAN YOUTH IN ACTION PROGRAM COORDINATOR JOB ANNOUNCEMENT

Founded in 1986 as the Committee Against Anti-Asian Violence, CAAAV Organizing Asian Communities builds the inter-generational leadership of low-income Asian immigrant and refugee communities in New York City to fight for social justice. CAAAV is looking for a Program Coordinator with a strong background in basebuilding, leadership development, and campaigns, and demonstrated experience organizing youth in Asian communities.

### **About the Position**

The Program Coordinator is responsible for leading CAAAV's city-wide youth organizing program, Asian Youth in Action (AYA), which develops the leadership of high school students ages 14-20 to engage their communities for institutional change. The Program Coordinator will work with CAAAV's members, alliances, and coalitions to implement our campaign against discriminatory policing. The general work schedule is 40-45 hours per week; however, the schedule varies depending on the activities of the organization. The position requires travel periodically as well as working on weekends as part of the workweek.

The **Program Coordinator's specific responsibilities** include, but are not limited to:

- Build a strong base of Asian youth who will participate in social justice activities.
- Develop political analysis, leadership, and organizing skills of youth members.
- Work with youth members to carry out the policing campaign.
- Represent the organization in alliance and city-wide spaces.
- Develop and implement communications strategies for traditional and social media.
- Coordinate grassroots fundraising initiatives with members, volunteers, and staff.
- Reports to Lead Organizer and Executive Director.

### **Other Responsibilities**

- Promote organizational goals and values in various external activities.
- Participate in membership meetings, staff meetings, and community building events.
- Participate in coalitions, networks, and collaborations that forward CAAAV's work as needed.
- Participate in planned individual, staff, and organizational evaluation activities.
- Participate in regular staff development and political development activities.
- Assist in office management duties and other work as laid out by supervisor.

### **Qualifications**

The ideal candidate will have:

- Strong commitment to CAAAV's mission and movement building.
- Strong working knowledge of issues affecting youth, communities of color, low-income, immigrant, and LGBTQ communities.
- At least two years' experience coordinating organizing programs for high school-aged youth.

- Ability to design, lead, run workshops and trainings for young people and adults that can be catered to members with different language abilities and backgrounds.
- Ability to meet deadlines and manage multiple projects at the same time.
- Ability to work flexible hours, including evenings and weekends.
- Excellent interpersonal, written and communication skills; strong public speaking skills.
- Skills relevant to working with high school youth, such as college counseling and arts and media skills, preferred.
- Strong peer-counseling, conflict-management and crisis management skills preferred.
- Multilingual in English and another Asian language preferred.

**To Apply**

Please send a cover letter and resume to [jobs@caaav.org](mailto:jobs@caaav.org) with subject heading: **Youth Organizer 2013** by May 31, 2013.

This position is a full-time salaried position with excellent medical and dental benefits and paid vacation. Salary is commensurate on experience.

CAA AV is an equal opportunity employer. Women of color, immigrants, LGBTQ, differently-abled, and people of color from low-income communities are strongly encouraged to apply.

No phone calls please. We will contact qualified applicants for interviews.