



Job Title: Community Outreach Associate

Department: Community Outreach & Education

Reports To: Community Relations Manager/Program Manager/ Program Director

FLSA Status: Hourly, Non-Exempt, Part-Time

Salary Range: \$12.00 – \$14.50 per hour

Basic Function: Assist in the implementation of direct Community Outreach services to support community outreach and education programming.

Responsibilities

1. Organization of files and of all community outreach program supplies;
2. Maintain accurate and up-to-date documentation;
3. Follow program procedures as outlined by Program Manager;
4. Provide general support to visitors/clients;
5. Assist with outreach events as directed by Program Manager;
6. Represent programs to prospective clients during outreach events;
7. Data entry;
8. Supply inventories;
9. Attend meetings and trainings as assigned; and
10. Other related duties as assigned by supervisor, or as identified in program manuals or funding source contracts.

Required Education & Training:

1. Willingness to work with diverse communities;
2. Verbal and written communication skills and attention to detail in documentation;
3. Computer literate; and
4. Passing pre-hire documentation (TB test, Drug Test, Background Check, etc.)

Preferred Education & Training:

1. Adult, Child, and Infant CPR/AED & First Aid Certification.
2. Bilingual in Mandarin, Cantonese, Vietnamese, or Spanish;

Please send a cover letter and resume along with 3 references to careers@asianyouthcenter.org.

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