

**JOB TITLE:** Stop Hate Community Outreach Worker

**EMPLOYER:** Asian Youth Center

**DEPARTMENT:** Education and Community Engagement

**REPORTS TO:** Program Manager

**EFFECTIVE DATE:** August 30, 2022

**FLSA STATUS:** Hourly, Full-Time, Non-Exempt, At Will

**SALARY:** \$18.00 - \$21.00 per hour



**BASIC FUNCTION:** Assist in the implementation of Stop Hate community outreach and advocacy projects among San Gabriel Valley community members and youth participants. This position is based out of San Gabriel, CA, with a hybrid schedule that includes remote work and in-person services at school sites. Some work on evenings and weekends is required.

**DUTIES AND RESPONSIBILITIES:**

- Facilitate leadership development, research, advocacy, and anti-hate art projects with youth participants;
- Provide trainings to youth participants and community members on the elements of hate, interventions, and allyship;
- Conduct outreach to recruit youth leaders and participants;
- Assist with the development and implementation of youth-led Stop Hate survey project;
- Assist in the development and promotion of public and/or digital anti-hate art campaign;
- Assist with organizing Steering Committee and hosting meetings;
- Assist with community outreach events as directed;
- Be willing to assist students with other needs and refer them for other services;
- Provide services on a flexible schedule including evenings and weekends;
- Attend required meetings and trainings as assigned;
- Maintain accurate and up to date program data and documentation;
- Maintain consistent communication with supervisor and other staff to support program development;
- Other related duties as assigned by supervisor, or as identified in program manuals or funding source contracts; and
- Follow all workplace guidelines outlined by Asian Youth Center in the Employee Handbook as well as guidelines related to working with minors including mandated reporting and professional conduct.

**SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

**REQUIRED QUALIFICATIONS:**

- At least 1 year of experience working with youth;
- Verbal and written communication skills in English, including public speaking skills;
- Experience as a teacher, trainer, community outreach worker, or community organizer;
- Experience working or volunteering in diverse communities;
- Experience or interest in anti-hate and/or diversity, equity, and inclusion work;
- Ability to use Microsoft Office, Zoom and other technology platforms;
- Reliable transportation;
- Passing pre-hire documentation (TB test, Drug Test, Background Check, etc.); and

- Adult, Child, and Infant CPR/AED & First Aid Certification.

#### **PREFERRED QUALIFICATIONS:**

- Experience in policy or community advocacy;
- BA/BS Degree or equivalency;
- Bilingual in Mandarin, Cantonese, Vietnamese, or Spanish; and
- Art skills and/or experience facilitating youth art projects.

#### **COMPETENCIES:**

- **Cultural Competence** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Job Knowledge** - Displays required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Supportiveness** - Displays belief, behaviors, and practices that are supportive of all learners; Fosters learner-centered instruction; Demonstrates empathy, patience, and support; Demonstrates cultural awareness and sensitivity; Identifies and supports learners with learning difficulties; Accommodates learners' multiple learning styles.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Frequently required to stand
- Frequently required to walk
- Frequently required to sit

- Frequently required to talk or hear
- Occasional exposure to outside weather conditions

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Please send a cover letter and resume along with 3 references to [careers@aycla.org](mailto:careers@aycla.org).

AYC is an Equal Employment Opportunity Employer and adheres to hiring practices in accordance with Federal and State regulations.