



Job Title: High School Dream Resource Center Parent Advocacy Coordinator

Department: Education and Community Engagement Department

Reports To: Program Manager/ Program Director

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

Salary Range: \$21-\$26 per hour

Summary

The Asian Youth Center (AYC) is seeking a Parent Advocacy Coordinator to empower parents in civic engagement and parent education for the Youth and Parent Leadership Development (YPLD program). Assist with implementing day-to-day program activities and administrative duties for the Youth and Parent Leadership Development program (YPLD). This position is responsible for working with parents in areas of interest to participants, including education rights, housing, social/racial justice, immigration and voting rights.

YPLD provides academic support, college access, and leadership development programming for high school Dream Centers at low-income public high schools in Los Angeles County. Utilizing Youth Participatory Action Research methodology and the Community Schools framework, the program also supports youth and parents to identify and advocate for policy issues such as: increasing restorative justice practices; supporting immigrant rights; LGBTQ+ advocacy. housing affordability; environmental justice; food security; sexual violence prevention; alcohol and drug prevention; and language access. These projects are done in conjunction with Dream Allies Network student leaders and teacher partners from a framework of social, gender, racial and economic justice. See funding source Scope of Work or contract documents for more specific program information.

Responsibilities

1. Responsible for direct service delivery and classes for parents and documentation of those services on a weekly basis at high school sites or community locations;
2. Facilitate bi-weekly classes for parents virtually or on campus. Topics include: ESL, academic support, leadership development, civic engagement, and social/gender justice;
3. Engage parents in advocacy for the National Education Association's Community Schools Model to improve public schools, including testimonies at public meetings, petition campaigns, meetings with elected officials and school administrators;
4. Create and maintain sustainable community partnership, communications and outreach meetings/events;
5. Lead planning for advocacy events with parents and elected officials/policymakers;

6. Host health and wellness activities for parents, such as nature activities and mindfulness workshops;
7. Comply with Quality Assurance plans and implement appropriate evaluation activities;
8. Ensure that documentation is accurate, up-to-date, and complete;
9. Maintain updated community resources as needed;
10. Represent AYC at community collaborative and outside meetings as assigned;
11. Attend meetings and trainings as assigned;
12. Workshops will be conducted in person unless there is a change in school closure;
13. Be available Monday-Friday; during 10am-5:30pm;
14. Other related duties as assigned by supervisor, or as identified in funding source contracts.

Required Qualifications:

- Completed a College degree, High School diploma or GED;
- Experience with community outreach, community organizing, or parent/adult education;
- Experience with coordinating multi-stakeholder projects
- Experience working or volunteering with diverse communities
- Excellent verbal and written communication skills
- Passion for community empowerment and civic engagement
- Growth mindset and willingness to learn
- Basic Computer literacy;
- Bilingual in Mandarin, Cantonese, Vietnamese, or Spanish;
- Passing pre-hire documentation (TB test, Drug Test, Background Check, COVID vaccination);
- Adult, Child, and Infant CPR/AED & First Aid Certification.

Preferred Qualifications:

- Have a valid California driver's license, excellent driving record, reliable vehicle and auto insurance;
- Prior work experience in nonprofit organization or public education;.
- Demonstrated ability to develop effective relationships with management, school leadership, parents, students, and teachers;
- Demonstrated ability to collaborate with all levels of an organization, from direct service staff to upper management.

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