



Job Title: High School Dream Resource Center Program Assistant
Department: Education and Community Engagement
Reports To: Program Manager
FLSA Status: Hourly, Non-Exempt, Part-Time (up to 20 hours per week)
Salary Range: \$15-\$21 per hour

Summary

The Asian Youth Center (AYC) is seeking a Program Assistant to assist with implementing day-to-day program activities and administrative duties for the Youth and Parent Leadership Development program (YPLD).

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. Assist Parent Coordinator, Site Supervisor, and Youth Leaders to implement the day-to-day program activities and service delivery;
2. Co-Facilitate youth development activities, mentoring activities and field trips as needed;
3. Support progress toward and ensure accomplishment of program goals and outcomes;
4. Ensure that documentation is accurate, up-to-date, and complete;
5. Use project social media platforms to communicate with students and community members;
6. Maintain updated community resources as needed;
7. Organize files and inventory of Dream Center supplies;
8. Data entry;
9. Be willing to assist students with other needs and refer them for other services.
10. Attend AYC and school site meetings and trainings as assigned.
11. Workshops will be conducted in person unless there is a change in school closure;

12. Be available at least 3 times a week Monday-Friday; during 10am-5:30pm
13. Be available for the first and last day of services at your assigned school site;
14. Other related duties as assigned by supervisor, or as identified in funding source contracts

Required Qualifications:

- Completed a High School diploma or GED;
- Willingness to work with diverse communities;
- Verbal and written communication skills
- Attention to detail in documentation;
- Computer literate;
- Some experience working or volunteering with diverse communities;
- 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 (may be completed after hire);
- Reliable transportation;

Preferred Qualifications:

- Have a valid California driver's license, excellent driving record, reliable vehicle and auto insurance;
- Experience with coordinating multi-stakeholder projects
- Experience with community engagement

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