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www.hnvi.org

## Youth Program Manager Job Description

The Vietnamese Association of Illinois (VAI) is a state-wide organization serving thousands of diverse ethnic refugee and immigrant communities in the Chicagoland and DuPage county. Our mission is to foster unity and solidarity among Vietnamese people in Illinois. VAI has assisted in the resettlement of families, to apply for citizenship, build community, and increase civic engagement.

In that spirit, the Youth Program Manager will lead on the development and implementation of the Youth Program's objectives. The Youth Program Manager must be grounded in and committed to community work and the mission of VAI. The Youth Program Manager works directly with students to ensure their well-being by supervising and nurturing positive relationships with the youth, their parents/guardians, and volunteers and interns.

### RESPONSIBILITIES:

- Plan and organize recreational and educational activities for participants of the youth program;
- Build relationships with youth, parents/guardians, and school personnel;
- Recruit volunteers to be mentors for the youth;
- Develop materials and collect resources for distribution to parents and youth;
- Supervise the Youth interns to ensure a positive experience throughout the internship program;
- Contribute to fundraising efforts and to grant proposals and required reporting;
- Conduct community outreach and build collaborative partnerships with community members/organizations.

### QUALIFICATION:

- Experience in cultivating healthy emotional and intellectual development in students from diverse ethnic backgrounds;
- Experience with group facilitation and designing youth curriculum through interactive workshops;
- Strong project management, organizational, and problem-solving skills;
- Strong oral and written communication skills;
- Supervisory and/or leadership experience are a plus.
- *Strongly preferred:* Proficiency in English and Vietnamese (oral and written)

**Job Type:** Full-time salaried position with benefits package.

If interested, please submit a cover letter, writing sample, resume, and three references to [InfoVAI@hnvi.org](mailto:InfoVAI@hnvi.org) with "Youth Program Manager Candidate" in the email subject line.

*VAI is an equal opportunity employer committed to fostering a diverse and equitable environment. VAI does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.*