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About the Organization

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

About the Position

Job Title: Youth Program Coordinator

Department: Youth Program

Status: Part Time, 25 Hours per week

Salary: \$23 per hour

Onsite/Remote: Hybrid

Location: 5110 N Broadway, Chicago, IL

Position Summary:

The Youth Program Coordinator reports to the Youth Program Manager and is responsible for working directly with students to ensure their well-being, nurture positive relationships with youth and volunteers/interns, help to develop impactful, culturally sensitive and relevant year-round programming, and conduct program outreach and fundraising as needed.

Core Responsibilities

- Supervise and support youth, interns/volunteers to ensure effective, efficient program operation
- Support the Manager in developing engaging, meaningful, culturally relevant programs year-round
- Co-lead in facilitating workshops, activities, and group discussions that develop self-awareness, wonderment, and confidence
- Maintain a safe, inclusive and equitable space for all participants in the program
- Nurture positive, mutually respectful relationships with students, staff, parents, and partners
- Contribute to grant proposals, budget outlines, and community outreach initiatives
- Help plan and execute fundraisers and student/family/volunteer recruitment and engagement events
- Attend professional development workshops or other relevant events
- Participate in weekly progress check-ins, bi-weekly Youth Program team meetings, and monthly all-staff meetings
- Complete required Mandated Reporter and First Aid/CPR training
- Perform other related duties and responsibilities, as assigned and discussed

Job Qualifications & Experience

- Commitment to anti-adultism values and youth-centered teaching with young people
- Solid oral and written communication skills, grant writing experience a plus
- Strong project management, organizational, and/or problem-solving skills
- Ability to work independently and collaboratively within a team
- Is adaptable, patient, open-minded, flexible, and enthusiastic
- Ability to meet project deadlines: dependable and punctual
- Proficiency in Microsoft Office
- Familiarity or willingness to learn how to use online platforms and databases, such as Zoom, RingCentral and Cityspan
- Experience working with diverse groups of people, children a plus
- Foreign language proficiency, especially Vietnamese, helpful, not required

Working Conditions

VAI operates on a 4-day work week schedule. This position is in-person Tuesday – Friday when school is in session and 3 days remote when school is not in session. Summer hours differ to accommodate the summer camp programming. This position also requires occasional work during irregular hours including evenings and weekends to attend meetings, trainings, and events. Must be able to perform work sitting at a desk and be mobile for several hours during programming. At VAI, we practice COVID-19 safety protocols which require masks to be worn inside VAI’s office buildings and updated COVID vaccines by all employees.

How to Apply: Please submit your cover letter and resume to Acie Juco Roxas at aj.roxas@hnvi.org with “Youth Program Coordinator - [Insert Your Name]” as the email subject line. In your cover letter, detail why you are interested in this position, what your anti-adultist practices are, as well as any experience you hope to bring to this work.

VAI is proud to be an equal opportunity employer committed to fostering a diverse and equitable environment. VAI does not discriminate based on 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.