



Southeast Asian Development Center

High School Youth Development Specialist

Do you enjoy working with high school age youth from diverse backgrounds? If you're looking for a fulfilling opportunity in fostering a healthy, thriving, and self-sufficient Southeast Asian American community, the Southeast Asian Development Center (SEADC) seeks a **High School Youth Development Specialist**.

As the **Youth Development Specialist**, you will manage 30 - 40 Southeast Asian students ages 13 -18 years old, after school hours and extended summer hours, living in San Francisco. The **Youth Development Specialist** will develop engaging and fun workshops to strengthen the students' academic and social skills. You will also supervise high school volunteer tutors and youth workers.

The Youth Development Department's goal is to prepare youth in grades kindergarten through high school to be college and work ready. The department's programs include daily out of school time program activities for K-12 graders focusing on tutoring, homework support, life skills and enriching social/cultural activities, teen leadership development activities, career exploration and job placements.

Due to COVID-19, all staff are working remotely; due to community needs, all staff will be required to support direct programming in areas such as youth engage in-person community hubs, distributing food and PPE and or assisting in-person clients to access COVID-19 testing and other needed client support.

About Us:

Founded in 1978, the Southeast Asian Development Center, formerly Vietnamese Youth Development Center (VYDC) is a nonprofit organization dedicated to lifting children, youth and families from Cambodia, Laos, and Vietnam out of poverty and to foster a healthy, thriving, and self-sufficient Southeast Asian American community. Our services are structured around providing low-income and vulnerable Southeast Asian Americans with basic needs and skills critical to building successful futures. We provide jobs, academic support, language service, health, and wellness, promote cultural resiliency and social guidance. Learn more about us at: <https://seadcenter.org>

Compensation and Great Benefits!

Hourly range: \$23 - \$29

Benefits: Full coverage of medical, dental, vision, AD&D, and commuter benefits; 12 paid holidays, 15 vacation days; 10 sick days.

Responsibilities:

Program Duties:

- Develops and implements after school and summer programs/curriculum that is community responsive and culturally relevant
- Develops and implements College Access programs
- Trains, and supports program assistants for effective and safe administration of after school and summer programs
- Plans, facilitates, and supports activities on academic achievement, tutoring, and homework support
- Develops and implements SEADC Youth Council community action model curriculum; facilitates Youth Participatory Action Research Project and other community led events
- Collaborates with K-8 Development Specialist and YD Program Manager to plan and implements K-12 summer programs
- Identifies participants needing additional social and emotional one-on-one support

- Attends agency events and meetings, team meetings and professional development trainings and funder required trainings; assists with organizing and facilitating agency-wide events and activities
- In-puts data in Salesforce and DCYF portals weekly for daily attendance and enrollment

Support Duties:

- Supports YD Program Manager in budget creation; manages High School program budget
- Collaborates with SEADC Health and Wellness team; schedules monthly Health and Wellness workshops for youth
- Recruits youth for after school and summer programs to reach participation targets
- Supports with 1on1 Wellness and Academic Check-ins
- Assists supervising volunteers

Qualifications:

- Commitment to the mission of SEADC
- Bachelor's degree, preferably in Ethnic Studies, Asian American Studies, Education, Counseling
- 2+ years of supervisory experience
- 2+ years' experience with low-income community members and working with youth from a range of backgrounds and circumstance
- 2+ years' experience in career development, job placement, economic development, or social work/social service
- Proficiency with Microsoft Office Suite; Salesforce
- Experience in working with youth, developing strong, nurturing relationships
- Knowledge of youth development principles/community service-learning is a plus
- Experience working with community organizations and facilitating groups and workshops
- Able to work independently and in a team setting with or without supervision
- Excellent verbal and written communication skills
- Excellent attention to details and able to manage multiple tasks in a fast-paced and changing environment
- Be flexible with varying schedules and activities

To Apply:

Please send your resume and a cover letter to us: **please put "HS Youth Development Specialist" in the subject line.**

We are an Equal Opportunity Employer and committed to embracing diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, disability, HIV/AIDS or veteran status.