



Southeast Asian Development Center

Youth Development Specialist

Do you love working with Youth? Are you looking to give back to the Southeast Asian community? Would you like to develop as an Educator and Community Builder? The Southeast Asian Development Center (SEADC) is looking for a **Youth Development Specialist**. The ideal candidate will be skilled in working collaboratively with youth, developing strong, nurturing relationships with young people, and facilitating small and large group workshops. They will be detail-orientated and able to manage multiple tasks in a fast-paced and changing environment. They must be flexible with varying schedules and activities during the week.

About Us:

Southeast Asian Development Center (SEADC) mission is to foster a healthy, thriving, and self-sufficient Southeast Asian American community.

Founded in 1977 San Francisco's Tenderloin District, 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. 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.

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. Learn more about us at: <https://seadcenter.org>

Great Benefits & Competitive Salary

DOE: Full-time

Benefits include: medical, dental, vision, 401K with employer match, AD&D, EAP, commuter benefits, 12 holiday days, 10 vacation days and 10 sick days per year.

Work Location: *SEADC's office is located in downtown San Francisco, convenient to BART and other public transit. Our staff is currently in a hybrid in-person and remote work environment. Once public health conditions allow safely returning to the office fully. This position will be working in-person at our office space.*

Reports to: Youth Development Program Manager

Start Date: As soon as possible

Responsibilities:

- Provide daily out of school activities at the center focusing on academic achievement through tutoring, and homework support
- Plan and facilitate culturally relevant curriculum lesson plans and activities focused on identity, leadership, academic enrichment, and health and wellness
- Support students/youth in developing the skills they need to be successful in school and life
- Promote a safe and positive learning environment
- Supervise a minimum of 10 students daily with various activities on and off site
- Support the recruitment of youth for after school and summer programming to reach participation targets
- Support parents and families to develop positive relationships with their students focusing on academic achievement
- Communicate and work collaboratively with Program Manager, department team members regularly



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- Works in collaboration with SEADC Health and Wellness team to schedule monthly Health and Wellness workshops for youth
- Identify participants needing additional social and emotional one-on-one support and update Supervisor
- Supports with 1on1 Wellness and Academic Check-ins
- Identify 11th and 12th grade youth that are enrolled in teen programs for individualized support for college applications and deadlines, college resources, scholarships, FAFSA
- Plan 4 College visits per year for 11th grade and 12th grade youth
- Provide monthly college success workshops for all teen programs
- Connect with college resource centers that cater to Asian and Pacific Islander Americans students
- Assist with purchasing program materials, and supplies
- Assist with supervising volunteers and youth workers
- Input data in Salesforce and DCYF portals weekly for daily attendance and enrollment, and update client files, records and activities
- Attend agency events and meetings, team meetings and professional development trainings and funder required trainings
- Assist with organizing and facilitating agency-wide events and activities
- And other duties assigned by Supervisor

Qualifications:

- Bachelor's degree required
- Minimum of 1 or more years' experience working with diverse youth
- Able to supervise youth ratio of 1 staff to minimum 10 youth
- Demonstrated effectiveness in facilitating groups
- Ability to work effectively individually and in a team setting with or without supervision
- Experience working with community organizations
- Knowledge of youth development principles/community service-learning
- Excellent verbal and written communication skills with both youth and adults
- Experience working with diverse youth from a range of backgrounds and circumstances
- A passion for SEADC mission
- Bilingual in Cambodian, Laotian, Thai, or Vietnamese language is a plus

We require all employees to be fully COVID vaccinated with the card to show proof of vaccination. Fingerprinting and TB background check is also required.

To Apply:

Please send your resume and a cover letter to: careers@seadcenter.org; please put "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.