



Southeast Asian Development Center

Southeast Asian Development Center Health Educator III

Are you looking to give back to the Southeast Asian community? The Southeast Asian Development Center (SEADC) is looking for a **Health Educator III** who will work with our Health and Wellness Program Manager to plan health and behavioral education and leadership development training workshops to foster a healthy, thriving, and self-sufficient Southeast Asian American community.

As our **Health Educator III**, will educate the Southeast Asian youth on healthy choices that promote their physical, emotional, and mental health. The **Health Educator III** is responsible for planning, implementing, and reporting program related activities. These include community outreach, workshop and peer support group facilitation, and other health promotion activities for Southeast Asians facing challenging conditions in San Francisco.

About Us:

Founded in 1977, 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 translation, health and wellness services, and more, while promoting cultural resiliency and social integration. Learn more about us at: <https://seadcenter.org>

Compensation and Great Benefits!

Salary range: \$23.00 - \$26.00 per hour; DOE; full time

Benefits include: medical, dental, vision, AD&D, commuter benefits, 12 holiday days, 10 vacation days and 10 sick days per year.

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.

Responsibilities:

- Create curriculum and facilitate weekly educational workshops for youth on topics related to alcohol and drug prevention and life skills.
- Develop and implement alcohol and drug prevention projects, health advocacy research, and social marketing campaigns with youth participants.
- Prepare and set up for workshops, which includes sending reminders to participants, preparing sign-in sheets, gathering food/snacks, administering surveys and evaluations, and creating relevant workshop materials.
- Conduct outreach to youth, families, and schools to recruit and enroll participants into the program.
- Support and build strong rapport with program participants to ensure retention and program success.
- Develop collaborative relationships with youth, families, school personnel, community partners and leaders, and other community-based organizations (CBO's) and stakeholders.
- Provide participants with internal and external referrals to other services and resources when necessary.
- Maintain participant records, data, progress reports, evaluations, and all other program related documents.
- Enter, complete, and submit monthly internal and external reports through required reporting systems.
- Support year-round activities including academic workshops, social and recreational outings, especially during school breaks and after school hours.



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- Support community-related activities in the Tenderloin District of San Francisco and in the broader Southeast Asian community.
- Participate in occasional evening and weekend activities and community meetings.
- Attend organizational events, meetings, and training.
- Attend funder events, meetings, and trainings.
- Due to COVID-19, all staff are working remotely and limited in-person sessions; due to community needs, all staff will be required to support direct programming such as youth engagement in-person at learning hubs, conducting bi-weekly check-in phone calls, distributing food and PPE and or assisting in-person clients to access to COVID-19 resources and support
- Other duties as assigned by the Health and Wellness Program Manager

Qualifications:

- Commitment to the mission of SEADC
- COVID and TB vaccinations and fingerprinting background check required
- Bachelor's degree required. Degree in public health or a related field is a plus.
- Minimum 1 year of experience delivering health education workshops to youth from marginalized, underserved communities.
- Experience working with community organizations for policy, system, and environmental policy change.
- Demonstrated knowledge of health education and prevention frameworks.
- Ability to effectively work independently and in a team setting with or without supervision.
- Excellent verbal and written communication skills with both youth and adults.
- Experience working with diverse youth from a range of backgrounds and circumstances.
- Familiarity with Salesforce is a plus.
- A passion for SEADC mission.
- Fingerprinting and TB background check required

To Apply:

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