



Position: Youth Program Coordinator

Position Overview:

Reporting to the executive director, the Youth Program Coordinator will be responsible for the operational success of CMAA through youth programs. The ideal candidate will have a strong commitment to working in a progressive community development and mission-driven organization.

Responsibilities:

- Coordinate youth programs including Young Professionals Program, Rising Stars, After-School Program and various organizational or community events.
- Supervise youth program staff and volunteers.
- Tutor and assist children individually or in small groups to help master assignments and to reinforce learning concepts as needed.
- Work with executive director to develop objective performance measurements across all sites, to ensure consistent, high-quality evaluation and goal setting.
- Collect data for youth programs.
- Perform clerical duties such as data entry, document creation and filing.
- Participate in outreach events to market programs and services to community members.
- Communicate with parents, track attendance participation and report on daily student involvement.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations in line with CMAA's mission.
- Organize and supervise games and other recreational activities to promote physical, mental, and social development.

Qualifications:

This is an extraordinary opportunity for an individual with a passion for working with children to develop social, educational and emotional progress in students. Specific requirements include:

- Minimum of 4 years' experience with youth and community development programs.
- Pass a SORI/CORI check.
- Excellent verbal and written communication skills.
- Working knowledge of nonprofit resource development, community organizing, and neighborhood planning.
- Ability to speak in Khmer is highly preferable.
- Must be well organized, detail oriented with excellence in multitasking.
- Proficient in using technology.
- Personal qualities of integrity, credibility, and a commitment to and passion for CMAA's mission.
- Bachelor's degree or higher in youth programs
- Ownership of vehicle

Compensation: Salary commensurate with experience. Full-time with health and dental.

Procedure for Applying: Qualified candidates should e-mail a current résumé, together with a cover letter indicating interest in the position to Sovanna Pouv at spouv@cmaalowell.org. Applications will be reviewed on a rolling basis. *CMAA is an equal opportunity employer.*