



JOB ANNOUNCEMENT

Youth Coordinator

NMAFC is hiring for a Youth Coordinator who will be responsible for establishing and managing relationships and programs between NMAFC, our partner organizations, and local API youth.

ABOUT NMAFC:

The New Mexico Asian Family Center (NMAFC), a 501(c)(3) non-profit organization founded in 2006, is the only social service organization in the state providing culturally tailored programs and services for the Asian population. NMAFC is a community-based organization rooted in social justice working to advance the visibility and rights of Asian families across the state. Through a root-cause analysis centered in anti-racism, NMAFC has intentionally invested in prevention programming and civic engagement work, nurtured spaces for youth and family leadership development, and sought to ground its services in the traditional modalities of healing from violence through practices that have been with our families across generations.

ABOUT THE JOB:

The Youth Coordinator should possess skills related to organizing, youth development, and education while also embodying the beliefs and ideals of our community. The Youth Coordinator will coordinate programming for API youth, facilitate our monthly Tea Talks, outreach to local schools and youth groups, oversee our youth interns, and support with grant reporting on related projects. This person is a member of the Programs team and is directly supervised by the Community Engagement Director. Specific duties and responsibilities include:

- Participating in staff meetings and team meetings
- Overseeing, managing, and supporting youth interns and volunteers
- Conducting outreach to local schools to connect API youth to resources and support services through NMAFC
- Planning and implementing summer youth internship
- Initiating programs appropriate to capacity and the needs of the youth in the community
- Representing NMAFC to the public, key stakeholders, and partners as part of project deliverables, including attending coalition meetings
- Hosting our regular Tea Talks for API youth
- Conducting and report on assigned project deliverables
- Other duties as requested by the Community Engagement Director or Executive Director

Working conditions and physical effort include:

- Typical interior/office work environment
- No or very limited physical effort
- Job involves possible exposure to physical risks due to the nature of crime victim work. Every effort will be made to minimize these risks.

Employment conditions include:

- Position: Full-time hourly employee with generous benefits (health, dental, vision, short-term disability and life insurance benefits, retirement plan with match, and paid leave)

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- Pay: Commensurate with experience
- Hours: 35hrs a week
- Review process: job reviews will take place after a 6-month probationary period and then continue on a yearly basis

ABOUT THE CANDIDATE:

The ideal candidate will have a passion for social justice and a demonstrated commitment to diversity, equity, and inclusion within local communities. They must meet the following minimum qualifications:

- Criminal background check and FBI fingerprint check
- One to two years of directly-related experience preferably working in a nonprofit capacity. An equivalent combination of education and/or experience may be substituted, as long as it relates to the essential duties and responsibilities.
- Participation in continuing education and other trainings specific to agency programming, such as domestic violence, sexual assault, and anti-racism training.

The candidate should also bring the following core competencies:

- Alignment with the mission, vision, and values of NMAFC
- Knowledge of anti-oppression framework, and survivor-centered, trauma-informed approaches
- Knowledge of local Asian communities and cultures
- Demonstrates effective interpersonal and communication skills; establishes transformative working relationships with all people relevant to the completion of the work
- Demonstrates strong, appropriate personal boundaries
- Accessible and approachable to teens and young adults from the community
- Responds to situations with consistency and reliability
- Ability to work effectively with a wide range of constituencies; must enjoy working with people from diverse backgrounds
- Ability to work independently and be flexible
- Ability to gather data, compile information, and prepare reports
- Ability to work some evenings and weekends as needed (flexible schedule)
- Asian language fluency preferred but not required

ABOUT APPLYING:

Please email a resume and cover letter to the attention of Huong Nguyen, Community Engagement Director (huong@nmafc.org). Application received by June 18th will be prioritized but the position will remain open until filled. Initial interviews will be conducted via Zoom or similar online platform.

The NMAFC is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation or identity, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.