Youth Education Program Associate
Full-Time, Quincy

Who We Are
Since 1969, Boston Chinatown Neighborhood Center (BCNC) has been a vital presence in Greater Boston and beyond, empowering Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities. We provide a broad range of innovative programs and services centered around education, workforce development, family support, and arts and culture, leaving a significant and lasting impact on the lives of more than 13,000 children, youth, and adults every year.

Program Summary
The Youth Center provides a space for youth to build connections, explore and understand their community, and to put leadership skills into action. Through year-round programming centered on leadership development, education, and workforce readiness in Boston and Quincy, BCNC supports youth to thrive in school and beyond.

Position Overview
We seek to hire a passionate, mission-driven individual to join our Youth Center Team as our Youth Education Program Associate. The Youth Education Program Associate will report to the Youth Education Program Manager and Youth Center Director and will be responsible for developing and implementing the College Access Program (CAP) in Quincy. CAP Quincy is a year-round program centered on post-secondary access and workforce readiness training.

Responsibilities
• Develop and implement youth programming with a focus on post-secondary access and workforce readiness
• Provide 1:1 and group advising to youth on the post-secondary exploration process
• Create a safe and inclusive space for Asian American and immigrant youth to explore their identities and academic and career interests by utilizing positive youth development and trauma-informed frameworks
• Build and sustain partnerships with local high schools and post-secondary institutions
• Establish and maintain positive relationships with youth and their families and assist in connecting them to community resources as needed
• Responsible for program paperwork, data collection, and supporting program evaluation efforts
• Responsible for maintaining program space
• Supervise and coordinate program volunteers as needed
• Other duties as assigned by supervisor

Qualifications
• Associate Degree
• Bilingual (English and Cantonese/Mandarin) is required
• Experience and knowledge of the college and post-secondary process
• Experience and knowledge of the post-secondary landscape in the U.S. Northeast
• Experience with group facilitation or 1:1 advising
• Demonstrated ability to establish relationships with youth
• Ability to work collaboratively and independently
• Excellent listening, organizational, and communication skills
• Patience, a strong sense of humor, and an enthusiasm for working with young people
• Experience working with Asian American and Asian immigrant youth

**Working Conditions**
• Must be available to work a flexible schedule. Hybrid schedule available.
• Travel is primarily local during the business day. May require travel to other locations occasionally.
• Normal office conditions. Work is performed primarily in a standard office environment, includes the operation of computer equipment for six to eight hours daily, physical demands associated with a traditional office setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

**Benefits and Perks**
• Generous Paid Time Off
• Medical, Dental, & Vision
• Health Reimbursement Arrangement (HRA)
• Flexible Spending Accounts (FSA)
• 403B Retirement Plan
• Short-Term & Long-Term Disability
• Wellness Programs
• Professional Development
• Flexible Schedule

**COVID-19 Requirements**
BCNC requires all employees to receive COVID-19 vaccinations as determined unless a reasonable accommodation is approved. The face mask is required all the time, except for eating and drinking.

**Pre-Employment**
• Must be authorized to work in the United States.
• BCNC does not provide sponsorship for an employment work visa.

**Salary Range**
$42,000-$46,000

**How to Apply**
[https://forms.monday.com/forms/db5eeee1eb8c34bfe9f0508064c03873?r=use1](https://forms.monday.com/forms/db5eeee1eb8c34bfe9f0508064c03873?r=use1)