



Greater Malden Asian American Community Coalition

Youth Program Associate

Reports To: The Youth Program Associate will report to the GMAACC Board.

Job Overview:

The Greater Malden Asian American Community Coalition (GMAACC) is a grassroots, community-led nonprofit that builds power with Asian American community members of the greater Malden area. Our work includes providing direct services, strengthening coalitions, and organizing to advocate for community well-being and equity.

The Youth Program Associate will work with the Board to design, implement, monitor, and evaluate GMAACC youth programs; maintain program records, files and documentation; manage external partnerships with school districts, schools, city, and community partners. In addition, they will be working with agency fiscal administrators to document program expenses, to support with grant-writing and report to funding sources.

The Youth Program Associate must be a motivated self-starter, working with an Operations and Membership Coordinator and an active and engaged working Board, who can help lay the groundwork for successful community programming and services for the Asian community in Malden.

This position is a contracted position, for 8 - 10 hours a week, with hourly pay commensurate with experience.

Responsibilities and Duties:

- Implement youth programming during OST hours on weekdays (between the hours of 3:00 PM - 6:00 PM)
 - Youth Project on Asian Wellbeing (YPAW)
 - Recruit a cohort of local Asian youth to participate in a year-long leadership and identity development program, centered on the theme of Asian American community mental health
 - Design and facilitate weekly sessions with youth, including exercises in racial identity, leadership skills, and project-based inquiry and learning
 - Collaborate with subject expert advisers to develop culturally informed content on mental health and wellbeing



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- o Youth Organizing Group (YOG)
 - Collaborating with the Board and current youth leaders, recruit a cohort of local Asian youth to participate in a year-long leadership and identity development program, self-directed by youth participants
 - Facilitate weekly sessions with youth, including exercises in racial identity, leadership skills, community organizing, and project-based inquiry
 - Guide youth participants' creation of a year-long project in community organizing, service, and/or advocacy
- Build and maintain partnerships with stakeholders
 - o Work closely with local school staff, community partners
 - o Build membership with GMAACC constituents
- Support with record-keeping and finances
 - o Keep records of all transactions
 - o Support with grant proposals and grant reports
- Complete necessary paperwork, including forms, profiles, safety audits, incident reports, evaluations, and assessments as needed

Required Qualifications:

- Minimum of a High School degree or GED, or has the requisite experience working in a community-based organization
- Exceptional attention to details; ability to manage multiple priorities
- Experience working with high school-aged youth (additional experience with middle school-aged youth a plus)
- Enthusiasm for and experience with the Asian American community and/or immigrant communities
- Excellent verbal and written communication skills
- Proficient with Microsoft Office Suite and Google Drive
- Independent, self-motivated, flexible, and a strong team player

Preferred Qualifications:

- Bilingual in one or more of the three most spoken Asian languages in Malden (Chinese - Mandarin, Chinese - Cantonese, Vietnamese)
- Experience with supervising and managing volunteers or staff