Youth Outreach Coordinator

QARI (Quincy Asian Resources, Inc.) is a not-for-profit social service organization dedicated to fostering and improving the social, cultural, economic, and civic lives of immigrants and their families. Through collaborations and partnerships, QARI provides culturally competent services, such as workforce development, adult education programs, youth development, and cultural events as well as information and referrals to public or other community partners. We are seeking a candidate with passion in community work to join our team and help our immigrant clients to succeed through QARI’s services and programs.

Bay State Community Services (BSCS) is the recipient of the Massachusetts Collaborative for Action, Leadership, and Learning 3 (MassCALL3) grant from the Department of Public Health Bureau of Substance Addiction Services (BSAS) to prevent substance misuse among youth. Through MassCALL3 funding, Building Up Youth: Regional Partnership on Health and Wellness Coalition (BUY) was established to implement evidence-informed strategies that can be sustained through local policy, practice, and systems change to prevent and reduce youth substance misuse in Braintree, Milton, Quincy, Randolph, and Weymouth. In collaboration with BSAS, our goal is to apply a racial equity frame to sustainably collaborate with local partners and engage youth in promoting wellness and reducing youth substance misuse.

Under the joint direction of QARI’s Youth Development team and BSCS’ Prevention Program team, the Youth Outreach Coordinator will serve as a liaison between QARI and the youth community in Quincy, Randolph, and Greater Boston. The Coordinator will lead outreach to youth and families, and will work with local public schools to support English Language Learner (ELL) families. This includes providing language translation in school meetings with parents as well as translated flyers, information, and other outreach materials to encourage youth participation in local planning efforts, civic engagement, and community wellness initiatives.

FLSA Status: Non-Exempt  
Hours/Week Category: Full Time  
Reports To: Youth Development Lead, QARI & Lead Prevention Program Manager, Bay State Community Services  
Location: Quincy and Randolph, MA

Responsibilities:

● Coordinate QARI and BUY youth outreach activities, including volunteer activities, leadership development, and engagement in local wellness programs.
● Support youth mentoring programs and identify new program opportunities and partners to support youth development.
● Regularly engages and maintains relationships with youth, schools, community groups, and organizations.
● Responsible for youth engagement for the BUY Coalition, including developing a regional youth group and recruiting youth.
● Plans engaging activities and meetings for youth; mobilizes youth for leadership and civic action in policy efforts.
● Builds one-on-one and small group relationships with youth to nurture strengths and promote social and emotional growth.
● Provides support to youth groups in the BUY coalition.
● Attend bi-weekly check in meetings with BSCS staff, attend monthly BUY meetings, and quarterly BUY meetings.
● Attend substance misuse prevention training/education. Required training includes Introduction to Substance Misuse Prevention training and the Substance Abuse Prevention Skills Training (SAPST).
● Provide clear and objective information to students and families with explanations in their primary language or English to ensure that families can make informed decisions about their student’s academic and support services.
● Support communication between families and schools or other agencies, providing translation or interpretation as needed for families to better understand students’ academic options and other available resources.
● Support special events as needed, such as youth forums and volunteer activities.
● Assist in coordinating and implementing EL parent advisory councils to encourage participation among immigrant parents.
● Attends required weekly, monthly, and quarterly BSCS and QARI meetings.
● Keeps accurate records related to program requirements and complete quarterly reports for the Department of Public Health and other funding sources.
● Monitor and manage program progress, timeline, workplan, goals, and objectives.
● Participate in the implementation of district-wide family engagement activities.
● Participate in regularly scheduled supervision and be open to supervisor feedback.
● Actively participate in the annual performance evaluation process.
● Attend all required training within the specified time frame.
● Mandated reporting of abuse and neglect.
● Additional duties as assigned.

Skills & Qualifications:

● Required bilingual candidate, including oral and written proficiency, in English and Vietnamese, Mandarin, Cantonese, Haitian Creole, or Portuguese.
● Bachelor’s degree or related. Additional work experience may be substituted for a degree.
● Experience in community outreach and working with youth.
● Experience in public health and substance misuse prevention is a plus.
● Demonstrated sensitivity to and understanding of the diverse socioeconomic, cultural, and ethnic background of the community served, including a commitment to reducing health disparities and advancing racial equity.
● Excellent verbal and written communication, organizational and problem-solving skills.
● Knowledge of local community resources in Quincy and Randolph area and/or resident of Quincy or Randolph area.
● Creativity, flexibility, and ability to handle several tasks simultaneously.
● Ability to work very independently and also as a team.
• Valid MA drivers's license a plus, but not required.
• Demonstrated use of technology and online applications (G Suite, Google Meet/Drive, Zoom).
• Flexible schedule--some evenings and school vacation days based on students’ needs as agreed upon by the Manager. Available to attend community meetings outside of regular business hours in the evening and on weekends.

Physical Requirements:

• Prolonged periods of sitting at a desk and working on a computer.
• Must be able to lift up to 15 pounds at times.
• Ability to work from home, the office and within the community.
• Travels by automobile and is exposed to varying weather conditions.
• Sits, stands, bends, lifts, reaches, and moves intermittently during business hours.
• Requires repetitive movement, fine motor skills.
• Spends extended time keying, courteously answering telephone calls.
• Required to attend community events outside of normal hours of operation.

Interested applicants should submit their cover letter and resume to Human Resources at hr@quincyasianresources.org and emilycanner@quincyasianresources.org.

Company website: www.quincyasianresources.org