



## JOB ANNOUNCEMENT

Hamilton-Madison House is seeking a part-time Youth Unity Associate Coordinator who will work in an initiative designed to bring together local youth of differing racial and ethnic backgrounds to jointly provide volunteer services to senior citizens, take part in sports, arts and community organizing activities and benefit from the opportunity to participate alongside peers bringing a variety of histories and life experiences to the effort. This position reports to the Youth Development Manager.

### Minimum Qualifications:

- Bachelor's Degree
- Minimum of two years of involvement in youth development programming
- Excellent communications skills
- Strong familiarity with cultural characteristics of Asian-American, African-American and Latin Youth
- Ability to relate to youth while also maintaining professional distance
- Knowledge of and interest in and social justice issues
- Proficiency in Chinese is desirable but not required
- A self-starter with organizational and time management skills
- Grounded and flexible

### Responsibilities:

- Provide guidance and training for youth interns
- Conduct outreach to recruit youth
- Assist in facilitating the design and implementation of projects
- Create schedules of activities
- Prepare unit reports to be given to Youth Development Manager for funding reports
- Maintain a healthy programmatic environment and sets an example of excellent conduct and professionalism
- Serves as a source of mentorship for youth

Compensation: Commensurate with qualifications and experience

Hours: Tuesday, Thursday, Saturday, 20 hours per week

To Apply: Submit cover letter and resume to:

Fax: 212-349-2793

Email: [hrdept@hmonline.org](mailto:hrdept@hmonline.org)

Posting Date: January 3, 2022

Application Deadline: Until filled

**Hamilton-Madison House is an Equal Opportunity Employer**