



HAMILTON-MADISON HOUSE IS SEEKING A *YOUTH DEVELOPMENT MANAGER*

Overview

Hamilton-Madison House (HMH) is a multi-faceted community services organization based in Chinatown and on the Lower East of Manhattan. The organization is focused on helping enable local residents to rise above barriers, achieve stability and pursue their highest aspirations and we strive to contribute to a cohesive and harmonious community.

HMH is preparing to launch 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.

HMH is recruiting for a part-time Youth Development Manager to play a pivotal role and establishing and directing this program.

Responsibilities

- Provide leadership, guidance and training for youth interns
- Conduct outreach to recruit youth
- Facilitate the design and implementation of projects
- Create schedules of activities
- Establish and manage collaborative relationships with complementary organizations
- Prepare reports documenting programmatic progress for internal purposes and for funding entities
- Maintain a healthy programmatic environment and sets an example of excellent conduct and professionalism
- Serves as a source of mentorship for youth

Qualifications



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

To Apply

Please send your resume and cover letter by email to hrdept@hmhonline.org. Please include "Youth Development Manager" in the email's subject line.

Hamilton-Madison House is an Equal Opportunity Employer