



Youth United for Community Action (YUCA)

2135 Clarke Avenue · East Palo Alto, CA 94303 Phone: (650)322-9165 & (650) 450-1920
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JOB ANNOUNCEMENT: HIGHER LEARNING PROGRAM ASSISTANT

Reports to: Program Directors
Work Schedule: 20 - 25 Hours/ Week

Salary/Benefits: \$18 / hour
Start Date: ASAP

Position Summary: The assistant coordinator of the Higher Learning Program is a member of the HL Program Staff. They will be committed to full participation in all HL program activities and YUCA Responsibilities.

Specific Responsibilities:

The Assistant Coordinator of the Higher Learning Program will be responsible for meeting all responsibilities and timelines developed with the Program Directors to meet benchmarks of success.

- Assist in the supervision and support of youth in the campaigns and education projects in the community
- Participate in developing youth membership base (Recruitment)
- Mentor High School youth
- Work with Program Directors to develop educational trainings and skills development curriculum for youth as needed
- Meet with foundations and funders once or two times a year
- Participate in partnership discussions as a YUCA representative
- Coordinate Funnights with YUCA youth
- Assist in Coordinating Family Nights and other events
- Attend staff meetings, retreats, planning, programmatic and organizational development activities
- Participate in staff development trainings and workshops
- Drive youth to YUCA related events and meetings
- Collaboration with allies and Community Organizations
- Create a safe space for youth
- Aid to youth and campaign organizer in campaign strategy, project planning, and decision making as a facilitator, notetaker or as you see fit
- Assist staff and youth with any communication needs (social media outlets, phones, constant contact, website, etc)
- Lead volunteer coordination
- Lead and Organize Deep Clean
- Update Contact lists as needed

Qualifications:

Experience: The ideal candidate should have experience in community organizing, developing the political consciousness of and working with low-income youth of color. Recent High School Graduates would be perfect for this position.

Knowledge: Candidates should be politically and environmentally conscious and have a commitment to the empowerment of low-income youth of color. Candidates should also be familiar and have experience with issues facing the community of East Palo Alto or other low-income communities of color.

Skills and Abilities: Candidates should be patient, detail oriented, possess good time management skills, be willing to embrace and overcome challenges, have basic computer skills, be a “people person”, able to work under pressure and in a fast paced environment. Fluency in Spanish, Tongan, or Samoan is also desired.

Physical Requirements on the Job: Requires sitting, talking, listening for 5+ hours. Standing and walking for up to 5 hours per day, reaching with hands and arms. An average of 5 hours per day at the computer. Driving is also required on various occasions.

To apply, Please submit a resume and references, a cover letter and a two page *maximum* response to the following questions:

1. Tell us about a time you had to work in a team environment to develop a project. What were some management skills that you developed or already had, and how did you stay committed to deliver your part of the project?
2. What makes you most passionate about social and environmental justice issues? In other words, why YUCA?
3. What is your ideal workplace?
4. Where do you see yourself in the next 2-5 years?

Please submit the above by email to: info@youthunited.net

YUCA is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the LGBTQIA communities.