



## **PROGRAM COORDINATOR JOB DESCRIPTION**

**Job Title:**

**Program Coordinator**

**Department/Program Name:**

Health and Wellness

**Salary:**

\$22-\$25/per hour

**Classification:**

Full-time, non-exempt

**Hours/Benefits:**

37.5 hours per week

With company paid medical and dental benefits,  
sick, vacation and holiday pay

**Position Starts and End:**

ASAP

**Reports to:**

Health and Wellness Manager

### **AGENCY DESCRIPTION**

Based in San Francisco's Tenderloin District, the Vietnamese Youth Development Center (VYDC) is a multi-service agency offering services in employment and leadership training, education support and advocacy as well as individual and family counseling for immigrant and low-income youth and their families. The Center's programs help to divert youth by providing constructive activities that impact their world, increase their individual and cultural pride, as well as build community spirit. Founded over 41 years ago, VYDC serves over 500 young people and their families of all background each year.

### **POSITION SUMMARY**

The Program Coordinator position will be responsible for implementing the agency's Emerging Community Leaders program for youth between the ages of 14 - 18 years old. The Program Coordinator will recruit and train youth on how to identify community health issues, support the development of research questions and lead the collection of collecting and analyzation of information. The coordinator will work with youth to select and determine an action plan to implement. In addition, this individual will work with youth to maintain and or enforce the action through training and coalition building with youth. The Program Coordinator responsibilities will include recruiting, training and developing the skills of youth advocates; planning workshop lessons; attending training; working with youth participants to assess, and researching community health issues and policies affecting the Southeast Asian communities in San Francisco and Tenderloin neighborhood; and conducting presentations and education to raise awareness to community members and policymakers.

## **JOB RESPONSIBILITIES**

- Engage with and provide support to program participants to ensure retention and success
- Plan and facilitate weekly educational and skill-building workshops to empower youth
- Train youth in conducting presentations to educate the community and policymakers
- Assess and train youth advocates in community health needs assessment, the skills necessary to implement the community capacity building process, media advocacy and policy development at the city/county organizational level
- Design and implement a plan for potential policy adoption, community health needs assessment, city-wide research on existing data on health needs and the community impact.
- Create and maintain participant records, data entry, progress reports, evaluations, and all other program-related documents.
- Complete and submit program reports.
- Attend all necessary training and meetings such as but not limited to monthly agency and program meetings, community meetings, program training, and professional development training.
- Conduct outreach to youth in District 6 community, schools fairs, and other settings to recruit and enroll participants to apply for the program
- Develop collaborative relationships with youth, community partners, and other stakeholders
- Participate in the planning of agency-wide events and activities.
- Perform other duties as assigned by Direct Supervisor.

## **KNOWLEDGE AND QUALIFICATIONS**

- Bachelor-related degree required plus a minimum of 1-year work experience in a health education, community organizing or advocacy area OR 2 years or more of work experience in a health-related or advocacy field.
- Demonstrated experience or skills in advocacy particularly in working with policymakers or other similar bodies.
- Knowledge of community health needs assessment methodologies
- Knowledge of critical analysis and strategies of policies
- Deep understanding of data analysis
- Strong youth group facilitation skills
- Strong community outreach skills
- Strong analytical skill and knowledge of health disparities in communities of color.
- Strong interpersonal and oral communication skills, both one-on-one and in groups.
- Self-starting, self-motivated and can work independently, as well as be able to work within a team on multiple tasks.
- Task-oriented, attention to detail and strong organizational skills.
- Strong knowledge and or passion for working with low-income children and youth.
- A passion for VYDC mission.
- Fingerprinting and TB background check required.

TO APPLY, please submit a cover letter, resume and 3 references via email to: Mory Chhom at info@[vydc.org](http://vydc.org), or mail to VYDC 166 Eddy Street, San Francisco, CA 94102

DEADLINE: The deadline for this position is as soon as a qualified applicant is identified.

*We are an Equal Opportunity Employer and committed to embracing diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, disability, HIV/AIDS or veteran status.*

VYDC mission is to empower underserved Asian-Pacific Islander and urban youth with the knowledge and confidence to define their future and reach their full potential. We do this by developing leadership skills, supporting academics, providing job opportunities, and strengthening relationships with family and community.