



## Job posting preview

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<b>Requisition ID</b>	37967BR
<b>ASU Job Title</b>	Program Aide
<b>Job Title</b>	Program Aide - Youth Outreach
<b>Campus/Location</b>	Campus: Downtown Phoenix
<b>Job Family</b>	Business Operations
<b>Department Name</b>	College of Pub Srv & Comm Sol
<b>Full-Time/Part-Time</b>	Full-Time
<b>VP Code</b>	VP/EXEC VICE PROV DPC
<b>Scope of Search</b>	Open
<b>Grant Funded Position</b>	This is a grant funded position. Continuation is contingent on future grant funding.
<b>Category</b>	01
<b>Salary Range</b>	\$10.67 - \$16.00 per hour; DOE
<b>Close Date</b>	28-December-2017

**Job Description**

Assists the Opportunities for Youth (OFY) team by recruiting Opportunity Youth (OY; i.e., young people ages 16-24 who are neither in school nor working) to participate in job fairs, OFY Reengagement Center activities, and employment and educational opportunities. This position will have two primary job duties. First, he/she will supervise 11 outreach interns as part of the OFY Street Outreach Team to conduct grassroots and neighborhood-based outreach in priority areas with high rates of OY. Each outreach intern will be assigned to work with one OFY Reengagement Center to assist with outreach efforts and will regularly frequent youth centers, community businesses, parks, and other neighborhood locations where youth congregate. The Outreach Program Aide and Interns will develop and employ on-the-ground and social-media-based outreach techniques including door-knocking, tabling, canvassing, involvement in community sports' leagues; phone, texts, emails; and social media (Facebook, Twitter). As a second main job duty, this position will assist and support local youth groups to establish a Community Action Team (CAT) in Maricopa County. The goal of the CAT is to organize young leaders to speak up and organize peers to register to vote, deepen civic engagement, and bring new solutions to the challenges facing the local communities in Maricopa County. ASU/OFY will serve as the anchor organization for the CAT. The Program Aide will assist the activities of the CAT and assist OFY staff integrate youth leaders into the OFY Leadership Council and Action Teams. This position will be supervised by the OFY Executive Director and receive at least weekly supervision to support his/her work.

Work will require mobility around the Valley especially as it relates to outreach tasks and candidates must have reliable transportation. May involve early evening or weekend work hours. Job requires careful attention to detail and thoroughness in completing work tasks; honesty and ethical practice; reliability, responsibility, dependability in fulfilling obligations; being pleasant with others, and displaying a

good-natured and cooperative attitude. Position will work with minors and fingerprinting is required.

**Essential Duties**

Assists with engaging OY in employment-related activities. Assists with outreach in communities with high rates of OY through activities such as passing out resources, assisting with community events, speaking at local meetings, and spending time with OY. Supervises 11 outreach interns. Informs staff of monthly outreach targets (e.g., making contact with 50 new youth per month at each of the Reengagement Centers) and works with interns to attain and report on these targets. Develops and fosters relationships with youth to reconnect them with education, employment, national service, mentors, internships, leadership development, and civic engagement. Oversees the Maricopa County CAT of young leaders and promotes advocacy, leadership, and governance skills of CAT members. In assisting the CAT, liaises with the Opportunities for Youth United Central Office to improve the local policies and conditions affecting Opportunity Youth in Maricopa County, with a focus on creating opportunities for youth to reconnect with education, employment, national service, mentors, internships, leadership development, and civic engagement. Assists with the agendas and activities of the OFY Leadership Council and Action Teams by ensuring youth input and voice is conveyed. Participates in professional development opportunities including soft skill training, civic education lessons, leadership development, and mentorship.

**Minimum Qualifications**

No prior experience required.

**Desired Qualifications**

- Experience with youth outreach.(3 years)
- Bilingual: English/Spanish.
- Experience volunteering or working with Opportunity Youth(ages 16-24) and/or personal life experience overcoming educational and/or employment barriers
- Experience in organizing and policy advocacy with low income youth
- Demonstrated knowledge of social justice issues in the context of Opportunity Youth and communities of color
- Experience in using computers and Microsoft Office Suite

**Working Environment**

Activities are performed in both an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse and outdoors, which will require standing for varying lengths of time and walking moderate distances to perform work. Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds. Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts. Ability to clearly communicate verbally, read, write, see and hear to perform essential functions. Frequent travel to meetings throughout the Valley is required.

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Employment  
Verification  
Statement**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background  
Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Fingerprint Check  
Statement**

This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.

**Instructions to  
Apply**

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

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