



Asian Youth in Action (AYA) Program Coordinator Full-Time JOB DESCRIPTION

CAA AV: Organizing Asian Communities is seeking a dynamic program coordinator for our [Asian Youth in Action](#) program. The Program Coordinator is responsible for the implementation of AYA's programmatic vision. The ideal candidate will have a proven ability to build relationships with low-income Asian youth and immigrants and be confident in door knocking, leadership development, campaign planning and development to fight for racial, gender, and economic justice.

About CAA AV:

[CAA AV Organizing Asian Communities](#) builds the leadership of Asian immigrant and refugee communities in New York City to fight for racial, gender, and economic justice. We work closely in local coalitions and national alliances addressing issues including gentrification, police brutality, and fighting for larger reforms with an analysis on structural racism, patriarchy, and capitalism. With a membership base of over 375 members and a base of over 3,800 supporters, CAA AV has been fighting for justice for communities of color in the U.S. for over 30 years.

Responsibilities

The primary responsibilities of the AYA Program Coordinator are:

- Building a base of Asian youth through outreach to schools, community sites, and youth's peers.
- Developing Asian youth's leadership through political education and skills development training.
- Coaching Asian youth to take responsibility and ownership of the program.
- Coaching Asian youth on coordinating rapid response meetings and actions as political climate changes.
- Working closely with CAA AV organizers and youth to plan and carry out new/existing campaigns.
- Assisting CAA AV housing programs in tenant organizing and campaign efforts as needed.
- Represent the organization in alliances and city-wide spaces.
- Participate in planned individual, staff, programmatic, and organizational evaluation activities.
- Participate in regular staff development and political development activities.
- Assist in office management duties and other work as laid out by supervisor.
- Diligent data entry about leaders, youth members, meetings, schools, and volunteers.

Qualifications

We're seeking candidates who excel in relationship-building, have strong verbal and written communication skills, and have strong project management skills with a strong commitment to CAA AV's mission and movement building.

The ideal candidate will have:

- At least 1-2 years community organizing or youth development experience.
- Cultural competency in working with low-income Asian youth and immigrant communities.
- Experience managing multiple projects and an ability to oversee a team of volunteers.
- Strong campaign development or program development skills.
- Proficiency in Bangla, Cantonese, Korean, or Mandarin preferred, but not required.

To Apply

Please send a cover letter and resume to jobs@caaav.org with subject heading: **AYA Program Coordinator by January 31**. This position is a full-time position (averaging 40-45 hours/week) with accrued paid vacation and sick days. Pay is commensurate on experience. CAA AV is an equal opportunity employer. Women, immigrants, LGBTQ people, people with disabilities, and people of color from low-income communities are strongly encouraged to apply.