

JOB TITLE: Stop Hate Community Outreach Worker – Dream Resource Centers
EMPLOYER: Asian Youth Center
DEPARTMENT: Education and Community Engagement
REPORTS TO: Program Manager
EFFECTIVE DATE: 4/7/2025
FLSA STATUS: Hourly, Full-Time/Part-Time, Non-Exempt, At Will
SALARY: \$21.00 - \$29.00 per hour



Summary: The Asian Youth Center (AYC) is seeking a part-time or full-time Community Outreach Worker to support youth programming and service delivery at High School Dream Resource Centers in Los Angeles County as part of the Stop Hate Program. This position is based out of San Gabriel, CA with a hybrid schedule, including in-person work at San Gabriel High School and/or Mark Keppel High School.

The Stop Hate Program provides academic support, college access, and leadership development for students at low-income public high schools in the San Gabriel Valley. Utilizing Youth Participatory Action Research (YPAR) methodology and the Community Schools framework, the program empowers youth to advocate for key policy issues, including restorative justice practices, immigrant rights, LGBTQ+ advocacy, housing affordability, environmental justice, food security, sexual violence prevention, substance abuse prevention, and language access.

The Community Outreach Worker will work closely with Dream Allies Network student leaders and teacher partners to support these initiatives through a social, gender, racial, and economic justice lens. For more details, refer to the funding source, Scope of Work, or contract documents.

DUTIES AND RESPONSIBILITIES

- Develop and Lead Stop Hate Program Initiatives: Plan, implement, and oversee programming, service delivery, outreach activities, and anti-hate art projects with youth participants at the assigned high school site(s);
- Facilitate Youth Leadership Development and Advocacy: Lead youth development activities, mentorship programs, school/district-level policy advocacy, and educational field trips;
- Provide Workshops including Anti-Hate Trainings: Conduct in-person trainings for youth participants on understanding hate, interventions, and allyship strategies;
- Recruit Youth Leaders: Conduct outreach efforts to engage and recruit students for program participation and leadership roles;
- Provide Student Support: Assist students with various needs and connect them to appropriate services as necessary;
- Update Community Resources: Maintain an updated list of relevant community resources for student referrals and support;
- Build and Maintain Partnerships: Establish and sustain strong relationships with school administration, teachers, community partners, and students;
- Support Program Development: Assist the Program Manager in designing and expanding services and initiatives;
- Monitor and Achieve Goals: Track program progress and ensure the successful accomplishment of goals and outcomes;
- Ensure Quality and Evaluation Compliance: Adhere to Quality Assurance plans and implement effective evaluation strategies;

- **Maintain Accurate Documentation and Data:** Ensure all program records and documentation are complete, accurate, and up-to-date;
- **Maintain Communication:** Maintain consistent communication with supervisors and staff to ensure program alignment and development;
- **Represent AYC:** Attend community collaborations, external meetings, and outreach events on behalf of AYC;
- **Maintain Availability:** Be available Monday–Friday, 10:00am–5:30pm, with occasional evenings and weekends as needed;
- **Commit to Key Dates:** Be present for the first and last day of program services at the assigned school site;
- **Follow Workplace Guidelines:** Adhere to AYC’s Employee Handbook policies, as well as professional standards for working with minors, including mandated reporting and professional conduct;
- **Attend Required Meetings and Trainings:** Participate in all assigned trainings and staff meetings to support program effectiveness; and
- **Additional Duties:** Perform other related responsibilities as assigned by the supervisor, outlined in program manuals, or required by funding contracts.

SUPERVISORY RESPONSIBILITIES

- This job has no supervisory responsibilities.

REQUIRED QUALIFICATIONS

- Completed high school diploma or GED;
- Experience working with youth;
- Experience working or volunteering in diverse communities;
- Experience or interest in anti-hate and/or diversity, equity, and inclusion work;
- Experience with coordinating multi-stakeholder projects;
- Verbal and written communication skills in English, including public speaking skills;
- Ability to use Microsoft Office, Zoom, and other technology platforms;
- Pass pre-hire documentation (TB test, Drug Test, Background Check, and COVID vaccination); and
- Certificates, licenses, and registrations required: Adult, Child, and Infant CPR/AED & First Aid Certification; valid California driver’s license, excellent driving record, reliable transportation, and auto insurance.

PREFERRED QUALIFICATIONS

- Experience in community outreach, community organizing, and/or policy advocacy;
- Art skills and/or experience facilitating youth art projects;
- Experience or training in diversity, equity, and inclusion or social justice; and/or
- Bilingual in Mandarin, Cantonese, Vietnamese, or Spanish.

COMPETENCIES

- **Cultural Competence** – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

- **Adaptability** – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Dependability** – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Job Knowledge** – Displays required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- **Oral Communication** – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Supportiveness** – Displays belief, behaviors, and practices that are supportive of all learners; Fosters learner-centered instruction; Demonstrates empathy, patience, and support; Demonstrates cultural awareness and sensitivity; Identifies and supports learners with learning difficulties; Accommodates learners' multiple learning styles.
- **Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Written Communication** – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Frequently required to stand
- Frequently required to walk
- Frequently required to sit
- Frequently required to talk or hear
- Occasional exposure to outside weather conditions

Please send a cover letter and resume along with 3 references to careers@aycla.org.

AYC is an Equal Employment Opportunity Employer and adheres to hiring practices in accordance with Federal and State regulations.