

JOB TITLE: Stop Hate Community Outreach Worker (Community-Based)

EMPLOYER: Asian Youth Center

DEPARTMENT: Education and Community Engagement

REPORTS TO: Program Manager

EFFECTIVE DATE: 5/23/2025

FLSA STATUS: Hourly, Full-Time, Non-Exempt, At Will

SALARY: \$21.00 - \$29.00 per hour



SUMMARY: The Asian Youth Center (AYC) is seeking a Community Outreach Worker to support community-based implementation of the Stop Hate Program in the San Gabriel Valley (SGV). This position plays a key role in advancing AYC's mission to prevent hate and promote equity by engaging community members through education, advocacy, and creative expression.

The Community Outreach Worker will be responsible for developing and leading anti-hate programming, community events, and public awareness campaigns. They will facilitate advocacy and art-based projects, conduct trainings on hate prevention and allyship, and build meaningful partnerships with community-based organizations and stakeholders. The ideal candidate is passionate about social justice, experienced in community engagement, and comfortable working in diverse settings. This role requires strong communication, cultural sensitivity, and organizational skills, as well as the ability to support outreach, documentation, and evaluation efforts in alignment with the goals of the Stop Hate initiative.

This is a hybrid position based out of San Gabriel, CA, with a combination of remote work and in-person responsibilities throughout the SGV community, including evenings and weekends as needed. For more details, refer to the funding source, Scope of Work, or contract documents.

DUTIES AND RESPONSIBILITIES:

- **Develop and Lead Community Programs:** Plan, implement, and manage Stop Hate community-based programming, service delivery, and outreach activities across the SGV;
- **Maintain Availability:** Provide services on a flexible schedule, including evenings and weekends, as needed to meet community needs;
- **Facilitate Community Advocacy and Art Projects:** Lead advocacy initiatives and anti-hate art projects with community members that promote awareness, inclusion, and healing;
- **Support Steering Committee Efforts:** Assist in organizing the Stop Hate Steering Committee, including managing related programming, communications, and hosting meetings or community events;
- **Support Community Outreach Events:** Assist with the planning, coordination, and execution of community outreach events and tabling opportunities as directed;
- **Facilitate Trainings and Workshops:** Conduct training sessions for community members on topics such as the elements of hate, intervention strategies, and allyship;
- **Promote and Recruit for Programs:** Help develop and promote Stop Hate community-based programming, including participant recruitment, public training/workshops, and digital or public anti-hate art campaigns;
- **Support Communications and Reporting:** Contribute to program reports, monthly e-newsletters, and the development of social media content to promote Stop Hate efforts;

- Update Community Resources: Maintain an updated list of relevant community resources and referral information for community members;
- Build and Maintain Community Partnerships: Cultivate and sustain strong relationships with community-based organizations (CBOs) and other key community stakeholders;
- Support Program Development: Assist the Program Manager in designing, refining, and expanding community-based Stop Hate 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 supervisor and staff to ensure program alignment and development;
- Represent AYC: Attend community collaborations, external meetings, and outreach events on behalf of AYC;
- 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 a BA/BS Degree or equivalency;
- Experience in community outreach, community organizing, or policy advocacy;
- 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:

- Art skills and/or experience facilitating art projects;
- Experience working with youth;
- 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.