

## **ASIAN YOUTH CENTER**

### **Executive Director**

The Asian Youth Center (AYC) is seeking well qualified candidates to apply for the position of Executive Director. With a \$2 million dollar operating budget, primarily from government sources, and over 50 employees, the Executive Director being sought is a person who can enthusiastically lead and manage our well-established, community based, non-profit organization. AYC's client base is approximately 50% Asian Pacific Islander, 35% Hispanic, and 15% other. The Asian Youth Center provides essential social services to immigrant youth, with a primary focus on Asian American youth. Social services include: after school programs, gang prevention and intervention, and health related educational programs. There are also educational programs to assist parents, as well as a Chinese school for education in language and culture. The Executive Director must understand the needs of the low-income youth and families in the greater San Gabriel Valley area, in particular, the dynamics of the issues facing the Asian Pacific Islander community. The Executive Director should be skillful in developing strategies and programs, and in seeking funding sources to successfully address and identified social service needs.

The Executive Director must effectively and skillfully lead and manage the organization in a way that successfully fulfills the Asian Youth Center's philosophy, strategy, mission, goals and objectives. Also, the Executive Director is expected to represent AYC to the public, as well as support, inform and facilitate the work of the Board of Directors. Although not all inclusive, the following outlines the duties and responsibilities of the Asian Youth Center's Executive Director:

### **Duties and Responsibilities**

#### **A. Administration and Program Management**

1. Supervise Staff and develop programs; procedures for efficient and effective organizational development and delivery of AYC services;
2. Oversee direct service and purchase of service programs; work closely and effectively with agencies related to AYC business and activities;
3. Represent AYC in negotiating and developing service contracts;
4. Oversee AYC's compliance with funding sources requirements, including but not limited to implementation and reporting;
5. Identify and monitor community social services needs, in particular the needs of the Asian Pacific Islander community.
6. Identify and effectively resolve risk and liability issues that may have an adverse and negative impact to AYC.

7. Oversee risk management
8. Develop and implement internal administrative and operational policies.
9. Ensure that AYC and its employees are in compliance with all legally required licensing requirements.
10. Be a visionary, a leader who can anticipate and strategically develop ways to meet the needs of the community and the agency.

## **B. Personnel**

1. Manage, lead, and effectively communicate with personnel to enhance the quality of service delivery to AYC's clients and community;
2. Responsible for the hiring, discipline, and termination of employees;
3. Manage human resource related issues;
4. Assist and mentor AYC employees in the areas of growth and leadership;
5. Effectively handle employee complaints and grievances to minimize AYC liability exposure;
6. Responsible for the overall maintenance of personnel records;
7. Oversee the completion of all personnel evaluations;
8. Overseeing payroll process;
9. Facilitate, demonstrate, and nurture a positive and productive work environment;
10. Ensure AYC's compliance with Affirmative Action and labor rules and regulations;
11. Oversee risk and liability management.

## **C. Financial Management**

1. Responsible for the preparation of AYC's annual budget process;
2. Oversee all program budgets to ensure compliance with program requirements;
3. Oversee compliance with local, state, and federal legal requirements in all financially related matters;

4. Work closely with AYC's accountant for financial reporting as well as see that accurate and responsible accounting is maintained;
5. Oversee and approve AYC expenditures and investments, including those items that need to be presented to the Board of Directors for approval;

#### **D. Funding and Fundraising Responsibilities**

1. Research and obtain funding to support AYC activities and services through various funding sources such as grants, other non-profit organizations, private foundations, and local, state, and federal government entities.

#### **E. Public Relations**

1. Represent the agency in public outreach activities;
2. Develop positive relationships with community members, groups, and agencies;

#### **Qualifications**

1. Bachelor's degree from an accredited university in management or public administration or related field of study. A Master's degree would be very desirable. Transcripts may be required.
2. Minimum of 4 years of work experience at a senior management level.
3. Experience in successful fund raising, including grant writing.
4. Strong oral and written communications skills.
5. In fostering relationships, and giving positive AYC exposure, the Executive Director must have excellent public speaking skills.
6. Knowledge of best practices in management and administration.
7. Detail oriented but can still see the "big picture".
8. Strong interpersonal, leadership, and problem solving skills.
9. Strong technology knowledge.

## **Desired Qualifications**

1. Organizational skills, a “team builder.”
2. Organized work habits.
3. Familiarity and understand immigrant and minority populations.
4. Bi-lingual skills a plus.

## **Salary and Benefits**

Salary - Negotiable, dependent on level of experience (Please submit salary history). Position is full-time, FLSA Status: Exempt. Generous benefits package

## **Selection Process**

The process includes submission of a written application (See below), paper screening, and a personal interview for successful candidates going on to the next level. If selected for further processing, a background check (including credit history check and drug screening), and a Live Scan fingerprint check are included.

## **Application**

Recruitment for this position shall be held open until filled. Qualified applicants should submit a resume detailing education, training, work experience, and salary history to:

Dr. Gay Yuen, President, Board of Directors

Asian Youth Center

100 West Clary Avenue

San Gabriel, CA 91776

[gay.yuen@asianyouthcenter.org](mailto:gay.yuen@asianyouthcenter.org)