Job Title: Community Outreach Associate  
Department: Community Outreach & Education  
Reports To: Community Relations Manager/Program Manager/ Program Director  
FLSA Status: Hourly, Non-Exempt, Part-Time  
Salary Range: $12.00 – $14.50 per hour

Basic Function: Assist in the implementation of direct Community Outreach services to support community outreach and education programming.

Responsibilities
1. Organization of files and of all community outreach program supplies;  
2. Maintain accurate and up-to-date documentation;  
3. Follow program procedures as outlined by Program Manager;  
4. Provide general support to visitors/clients;  
5. Assist with outreach events as directed by Program Manager;  
6. Represent programs to prospective clients during outreach events;  
7. Data entry;  
8. Supply inventories;  
9. Attend meetings and trainings as assigned; and  
10. Other related duties as assigned by supervisor, or as identified in program manuals or funding source contracts.

Required Education & Training:
1. Willingness to work with diverse communities;  
2. Verbal and written communication skills and attention to detail in documentation;  
3. Computer literate; and  
4. Passing pre-hire documentation (TB test, Drug Test, Background Check, etc.)

Preferred Education & Training:
1. Adult, Child, and Infant CPR/AED & First Aid Certification.  
2. Bilingual in Mandarin, Cantonese, Vietnamese, or Spanish;

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

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