



## **Position: Youth Services Assistant**

**Salary:** \$10 - \$15.40 / Hour *(based on experience)*

**Education:** H.S. Diploma *required*, B.A. preferred

**Location:** Northeast San Fernando Valley, Los Angeles, CA

**Language(s):** English and Spanish *preferred*

**Area of Focus:** Youth Empowerment, Community Development, Education & Training

**Type:** Part time, 30 hours per week, occasional Saturdays

**Posting date:** 1/5/2012

**Start date:** 2/1/2012

**Job Description:** Youth Speak Collective (YSC), a 501 (c)(3) non-profit organization founded in 2005, is a youth-driven initiative empowering low-income communities in the Northeast San Fernando Valley. YSC provides area youth with the skills necessary to pursue higher education and create strong communities.

### **Youth Services Assistant Responsibilities**

- Work closely with the Youth Services Coordinator providing administrative and program support
- Assist in all aspects of daily office tasks, including assisting in the administration of finances, budget and research
- Collaborate in the planning and running of small and large events to include scheduling travel, conferences, and reporting for several grantmaking organizations
- Perform clerical and general office duties as needed
- Answer phones, schedule meetings and workshops, direct youth and their families to assigned personnel
- Research specific projects for program staff
- Assist in community activities and events
- Engage youth in educational and leadership activities in a safe, supervised space
- Assist in coordinating systems of youth recruitment, involvement, leadership development and consciousness raising within the afterschool program and community
- Assist planning special events in collaboration with youth such as; community beautification projects, volunteer days, community meetings, cultural events and school campaigns
- Track attendance and retention to ensure full enrollment at all times
- Track youth progress and identify areas of improvement
- Develop and sustain excellent relationships with youth, administrators and community leaders.

### **Qualifications**

- 1+ years of office experience
- 1+ years of experience working with high school students
- Ability to use all Microsoft Office 2007 programs
- An individual with an entrepreneurial spirit who is innovative, flexible, persistent and ambitious
- Organized, punctual and able to meet deadlines
- Must be comfortable working in a team environment
- Bilingual and/or bicultural, but not necessary
- Excellent networking and communication skills (verbal and written)
- Experience in curriculum development
- Willingness to work some non-traditional hours and Saturdays as required
- Valid driver's license and reliable transportation

**Interested candidates should email a cover letter and resume to:** [jobs@youthspeakcollective.org](mailto:jobs@youthspeakcollective.org)

Please include in the subject line: "Youth Services Assistant"