



ASIAN TASK FORCE

Against Domestic Violence

Youth Empowerment Project Coordinator, Part Time

Summary: Under the direction of the Director Education and Outreach and working closely with other agency staff, the Youth Empowerment Project (YEP) Coordinator is mainly responsible for coordinating ATASK’s YEP youth group. Youth Empowerment Project (YEP) is a program designed to engage teens in addressing issues of dating violence through leadership development, community organizing, and awareness building. The mission of YEP is to provide a space for teens to talk about issues pertaining to the realities of being a young adult in today’s world. The goal of the program is to empower teens to become advocates on issues of dating violence and domestic violence within their respective communities and to become agents of change.

Estimate % of time	Responsibilities (Including Duties and Tasks)
70%	<p>YEP Program:</p> <ul style="list-style-type: none"> ▪ Coordinate and facilitate Youth Empowerment Project youth group with Youth Education Coordinator ▪ Pre/post program planning ▪ Update curricula and activities for YEP ▪ Maintain a line of communication between youth and ATASK staff ▪ Maintain and build relationships with Greater Boston public schools and youth programs ▪ Ensure that the YEP youth group follows ATASK policies and procedure ▪ Identify resources for leadership development according to youth needs ▪ Respond to emergency calls from youth ▪ Compile reports and collect data for YEP ▪ Assist in grant reporting and follow up
20%	<p>Teen Dating Violence Program:</p> <ul style="list-style-type: none"> ▪ Coordinate and implement domestic violence education presentations and trainings ▪ Provide outreach to youth programs, schools, parents, and local service providers for the TDV Program ▪ Compile reports and collect data for teen dating violence workshops ▪ Identify community resources to address domestic violence and prevention education ▪ Assist in grant reporting and follow up
10%	<p>Other:</p> <ul style="list-style-type: none"> ▪ Address different forms of oppression through outreach and organizing ▪ Assist in program evaluation and reporting ▪ Attend all mandatory agency and departmental staff meetings and trainings

Qualifications
<ul style="list-style-type: none"> ▪ Bachelor degree or at least 2 years of related experience ▪ Experience in domestic violence and/or sexual violence ▪ Experience working with youth ages 12 – 21 ▪ Excellent public speaking skills ▪ Advanced oral and written communication skills ▪ Ability to initiative, lead, and work independently and as a team ▪ Capacity to work in a multicultural environment with excellent interpersonal skills ▪ Experience working with Asian American communities preferred ▪ Bilingual/bicultural in an Asian language strongly preferred

Please submit cover letter and resume to: Qingjian Shi, Director of Education and Outreach, qjshi@atask.org

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