

Date 11/14/11

Sr. Program Coordinator, UAS1308
Pat Brown Institute, Youth Enrichment Policy Project (YEPP)

Salary Range: \$17.90/Hourly

Work Schedule: Full-time. Hours to be determined. Non-exempt classification. This position is eligible for benefits. Appointment expires on/before 7/31/2013 and is subject to renewal depending on the availability of program funding.

Essential Functions:

(35%) Responsible for developing, planning, coordinating and handling day-to-day activities related to the implementation and direction of the Youth Leadership and Civic Engagement Training Program.

(35%) Develop and coordinate a comprehensive training strategy for approximately 35 high school aged youth from Boyle Heights and surrounding communities; will lead the on-going curriculum development and trainings.

(15%) Develop relationships with high school faculty, recruit student participation, and coordinate involvement from CSULA faculty.

(10%) Oversee the part-time YEPP Coordinator

(5%) Performs other related duties as assigned.

Requirements: A completed UAS employment application is required. A bachelor's degree in social work, political science, sociology, education or a related field from an accredited college or university. Experience with program development and management. Experience working with high school aged youths, teachers, and schools. Strong foundation of training experience and curriculum development. Keen understanding of youth development concepts and public policy development. Excellent oral and written communications skills. Must work with co-workers, community representatives and stakeholders alike. Commensurate computer use and knowledge skills. The incumbent must also demonstrate an interest or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and FBI.

Desired Qualifications: A master's degree from an accredited college or university is desirable. Familiarity with LAUSD. Bilingual English/Spanish fluency desired.

Review of applications/resumes will begin November 22, 2011 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed UAS employment application is required.

<http://www.calstatela.edu/univ/uas/hrmformtemp.php>

You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.