



Youth Programs Coordinator

QARI (Quincy Asian Resources, Inc.) is a not-for-profit social service organization with a mission to foster and improve the social, cultural, economic, and civic lives of immigrants and their families. Through collaborations and partnerships, QARI provides culturally competent services, such as workforce development, adult education programs, youth development, and cultural events as well as information and referrals to public or other community partners. QARI prides itself as a leader in providing social solutions to all immigrants and is committed to paving innovative ways to connect with people. QARI is headquartered in Quincy, MA with operations in New York City, NY and Providence, RI.

Under the direction of the Youth Programs Lead, the Program Coordinator will assist with youth leadership, mentoring, career, and alumni network programs. The goal is to create more touchpoints with the immigrant community, understanding their needs, and providing resources and support for them.

FLSA Status: Exempt

Hours/Week Category: Full Time

Reports To: Lead, Youth Programs

Location: Quincy, MA

Responsibilities:

- Assists with creating matches between middle school mentees with high school mentors
- Coordinates activities to foster mentoring relationships
- Guides and mentors youth leaders in their annual projects
- Assists the Youth Programs Lead during QARI's cultural festivals and signature events
- Assists ESOL Teachers during class sessions in order to develop relationships with students with the purpose of sharing youth programs and activities
- Supports F&CS department with outreach services not limited to appointment only interpretation services, onsite visits to Germantown, support F&CS outreach activities like health workshops
- Available for interpretational help requests by Quincy and Randolph Public schools

Skills & Qualifications:

- Must be fluent in Chinese (Cantonese and/or Mandarin)
- Bachelor's degree in Education or related degree and at least three years in a leadership role. Additional work experience may be substituted for a degree.
- A high level of compassion and empathy.

- Must be able to work some weekends and evenings depending on the need

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Interested applicants should submit their cover letter and resume to Human Resources at hr@quincyasianresources.org and emilycanner@quincyasianresources.org.

Company website: www.qariususa.org