

Youth Education Program Associate

Full-Time Regular | Boston & Quincy, MA | Hybrid

Who We Are

Since 1969, **Boston Chinatown Neighborhood Center (BCNC)** has been a vital presence in Greater Boston and beyond, empowering Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities. We provide a broad range of innovative programs and services centered around education, workforce development, family support, and arts and culture, leaving a significant and lasting impact on the lives of more than 13,000 children, youth, and adults every year.

About Youth Center

The **Youth Center** provides a space for youth to build connections, explore and understand their community, and put leadership skills into action. Through year-round programming centered on leadership development, education, and workforce readiness in Boston and Quincy, BCNC supports youth in thriving in school and beyond.

About The Role

Primarily based in BCNC Quincy, the **Youth Education Program Associate** will report to the Youth Center Director and work collaboratively with the current Youth Education Program Associate. The position will support the implementation of the College Access and Post-Secondary (CAPS) Program. CAPS is a year-round program centered on post-secondary access and workforce readiness training.

What You Will Do

- Implement youth programming with a focus on post-secondary access and workforce readiness.
- Provide advice to youth on the post-secondary exploration process, particularly around personal narrative creation.
- Create a safe and inclusive space for Asian American and immigrant youth to explore their needs, identities, and interests.
- Maintain communication with collateral partners such as high schools and postsecondary institutions to enhance referral processes and continuity of support for students.
- Coordinate mentorship program, including mentor-mentee matching and follow-up check-ins with mentors and mentees.
- Conduct outreach activities to enhance recruitment, such as attending school and community events.
- Establish and maintain supportive relationships with youth and assist in connecting them to community resources as needed.
- Remain up to date on trauma-informed youthwork and best practices in youth education for students of color.
- Support program evaluation efforts in documentation and data collection.
- Supervise and coordinate program volunteers as needed.
- Perform other duties as assigned by the supervisor.

What We Look For

- Associate degree required. A bachelor's degree is preferred.
- At least 1-2 years of related experience preferred.
- Knowledge about Asian American and immigrant youth experiences.
- Experience working with Asian American and immigrant youth.
- Experience and knowledge of the college and postsecondary process.
- Experience and knowledge of the postsecondary landscape in the U.S. Northeast.

- Experience with group facilitation or 1:1 advising.
- Commitment to youth-centered work under antiracist and anti-oppressive educational frameworks.
- Patience, a strong sense of humor, and an enthusiasm for working with young people.
- Demonstrated ability to establish relationships with youth.
- Ability to work collaboratively and independently.
- Excellent interpersonal, organizational, and communication skills.
- Bilingual (English and Cantonese/Mandarin) preferred.

What We Offer

- Competitive Benefits Package
- 403B Retirement Plan
- Paid Time Off
- Paid Holidays
- Professional Development
- Work-Life Balance

Working Conditions

- Ability to travel to the Quincy office at least 2 days a week.
- Must be available to work a flexible schedule and may require local travel during the workday.
- Work is performed primarily in a standard work environment, including the operation of computer equipment, and physical demands associated with a traditional work setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

Salary Range

\$45,000 - \$50,000

How to Apply

<https://forms.monday.com/forms/db5eeee1eb8c34bfe9f0508064c03873?r=use1>

Please Note

You must be authorized to work in the United States. BCNC does not provide sponsorship for an employment work visa.