



• UA3, Inc. • 384 Grand Street, 1A, New York, NY 10002 • www.ua3now.org •

Job description

Youth Coordinator

Full time position - 40 Hours a week

Founded in 2015, UA3 is a 501(c)(3) not-for-profit organization whose mission is to make a positive impact and lasting improvement in the underserved aspects of our communities through youth empowerment, education, promotion of health and mental health, to support the creation of socio-economic opportunities, and to channel needed resources for the betterment of those in need. UA3 strives to accomplish our goals through partnership with public and private sectors, educational institutions, and community social and service organizations.

The purpose of UA3 Youth program is to enrich and empower our youth with educational and social engagement activities to support and nurture their mental and wellness development.

The Youth Coordinator will be responsible for the following:

- Represent and advocate UA3 youth programs at community meetings and events
- Coordinate youth-related programs and events
- Conduct workshops and presentations with invited speakers on various topics of interest to the youth community
- Participate in outreach to inform community members about the Youth program, connect to community members, recruit youths, and identify new community resources
- Maintain strong relationships with youths, parents, community leaders, partners, and providers
- Empower and ensure the wellbeing of youths
- Connecting with corporate partners with mentorship opportunities including coaching to youths on problem-solving, goal setting, and service referrals
- Execute program reporting requirements as required by funding sources
- Observe confidentiality, privacy, and dignity of youths and service members



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Qualifications:

- Bachelor's degree plus two or more years of experience working with youths
- Bi-lingual in English and Chinese preferred
- Knowledge of youth community-based resources and service providers
- Strong communication and writing skills
- Proficiency in Microsoft Suite (Word, Excel, Publisher, PowerPoint, Outlook)
- Ability to establish and maintain relationships with youths, community members, corporations, service providers, law enforcement and partnering agencies

Salary and benefits: \$40,000 – \$45,000 per annum plus health benefits, sick, and vacation leaves plus 401k

Please submit a letter of interest and, resume to: Chi Loek @ Chi.loek@ua3now.org

UA3 is an equal opportunity employer and does not and will not discriminate on the basis of age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of service animal, military or veteran status.