



YOUTH COORDINATOR – Richmond, CA

This position is for a part-time temporary (20hrs/wk) Youth Coordinator to work at Crescent Park, a family affordable housing community in Richmond, CA. This position is for the summer. Qualified candidates will have previous experience working with inner city youth, be energetic and flexible. High School Diploma is a must, BA is preferred. Pay is between \$16.00/hr to \$19.30/hr DOE

COMPANY OVERVIEW

EAH Housing has been developing, managing and promoting affordable housing since 1968. We are one of the largest and most respected nonprofit housing development and management organizations in the western United States. With a staff of over 450, EAH develops multi-family communities, manages over 100 properties in California and Hawaii, and plays a leadership role in local, regional and national housing advocacy efforts.

At EAH, we put our core values into action on a daily basis. We recognize that training is a critical investment in the success of our employees and in the continued excellence of EAH. Please visit our website to learn more about our culture and read employee comments to learn more about what it would be like to work at EAH.

For immediate consideration, please apply to requisition YOUTH01792 on our website at www.eahhousing.org/careers

POSITION OVERVIEW

The Youth Coordinator assists with the expansion of after-school child and youth programs. Works with the Computer Instructor, volunteers and community partners to implement and evaluate child and youth programs at the property.

RESPONSIBILITIES

- Coordinates, oversees, implements, and evaluates the delivery of year-round age appropriate youth programs
- Organizes tutoring and academic enrichment programs
- Assists in coordination and recruitment of program volunteers/interns
- Interfaces with provider agencies, public agencies and community volunteer agencies
- Manages and maintains records and data for the youth programs and services, including the newsletter and website updates
- Works closely with Resource Center Program Administrator on coordination of ongoing activities

- Participates in ongoing planning
- Regularly attends mandatory meetings and trainings

QUALIFICATIONS

- HS Diploma or equivalent, BA preferred
- Must have a valid driver's license
- Energetic and Enthusiastic attitude
- Strong background, proficiency, and interest in technology
- Previous experience working with inner-city youth, a plus
- Previous experience in youth development and program management, including after school programs required

CRIMINAL BACKGROUND CHECK REQUIREMENTS

EAH Housing conducts criminal background checks on all candidates who have received a conditional job offer. Once you have receive such an offer, you will be required to submit and pass our criminal background requirements. Please be advised that certain roles may also require fingerprinting due to legal requirements. If onsite housing is a requirement of the position, any household members over 18 years of age who will be living onsite with the candidate must also undergo a criminal background check and tenant screening. Satisfactory completion of background check and fingerprinting requirements is a requirement of employment with EAH

BENEFITS

We offer a comprehensive benefits package that includes medical, dental, vision, disability and life insurance, as well as a 403(b) retirement plan with company match. We also offer a generous vacation accrual, holiday schedule and work schedule flexibility.

EAH Housing is an AA/EEO/Veterans/Disabled Employer. CA BRE #00853495 | HI RB-16985