



## Chinatown Youth Initiatives

Exploration | Education | Empowerment

Summer Leadership Institute (SLI) is CYI's flagship program that personifies **exploration**. SLI is a six to eight week leadership program led by late-high school and college-aged facilitators who design and lead weekly workshops to engage, educate and empower high school youth using exploratory activities and discussions. Leaders set the tone of SLI by creating a safe space for a cohort of 20-30 high school youth, many of whom are just entering into the fight for racial justice. They then lead the cohort to explore topics such as identity, community and consciousness building, culminating in a tight-knit youth led group inspired to take action.

### *Program Coordinator* *Summer Leadership Institute (SLI)*

**Application:** Submit your resume and cover letter to [board@cyinyc.org](mailto:board@cyinyc.org) by **03/07/2021**  
**Reports To:** SLI External & Internal Advisors  
**Internship Term:** April – August 2021  
**Official Program Cycle:** July and August 2021  
**Compensation:** \$800 stipend  
**Job Title:** Program Coordinator

**Job Description:** CYI is looking for 2 program coordinators to lead a team of facilitators to educate New York City high school youth, many of whom are just entering into the fight for racial justice, on topics such as identity, community issues and building political power. Coordinators are expected to have past leadership experience(s), strong project management and organizational skills, and to be passionate about the larger Asian American community. Coordinators will be the **project leads** in building and executing a 6-8 week summer program.

Summer coordinators may expect up to 10-15 hours of commitment per week during the summer session, which includes facilitating a 5 hour workshop for high school participants each week of the program.

*Note: The program will be fully virtual as CYI is operating **remotely** for the foreseeable future. Training and onboarding will happen **virtually** but **some in-person opportunities** (depending of course on your level of comfort) will be available with extensive safety and health measures established.*

**Responsibilities:***Project Management*

- Hire and manage a team of 3-5 strong facilitators
- Create theme for SLI 2021
- Design summer curriculum, structure and workshop content for the entirety of the 6-8 week institute
- Organize weekly staff meetings, and special events (eg. team outings)
- Coordinate all logistics for SLI
- Lead team in facilitating SLI workshops, discussions, and activities on discussions around power, privilege, and identity
- Recruit and select HS youth participants for the program
- Outreach to invite speakers and organize speaker panels
- Attend all workshops

*Communications*

- Act as a liaison between program advisors and facilitators
- Work with staff to ensure that high school participants have a safe and enriching experience

*Finance*

- Create and track program budget with support from the CYI Finance Committee
- Maintain organized and concise records of ALL transactions and funding needs

*Miscellaneous*

- Complete pre-program and post-program board report for review
- Attend staff training sessions (curriculum design, finance, etc.) organized by Board of Directors
- Clear data collection relating to participant attendance and workshop metrics
- Document new ways to continually improve the SLI program

**Qualifications:**

- Commitment to the mission and goals of Chinatown Youth Initiatives
- Passion and familiarity with the history of and issues facing Asian Americans and other underrepresented communities
- Past leadership experience
- Ability to relate to young people from diverse backgrounds
- Strong project management, public speaking, facilitation, and organizational skills
- Willingness to work in a fast paced environment
- *Either a senior in high school, in college, or young professional*
- *\*Experience with curriculum development and/or budgeting a plus*

**Cover Letter Suggested Topics:**

- What is your vision for SLI 2021?

- What excites you about working with CYI?

**Additional information:**

- Upon receipt of application, you may be contacted for a phone or video interview
- CYI Board of Directors will provide training on topics, including but not limited to: facilitation, financial budgeting, staff management, and program development, etc.
- If chosen to be part of the SLI team, you will be required to attend preparative sessions at the start of the summer. These sessions include but are not limited to, a multi-day training session and a staff retreat

**Please send your resume and cover letter to [board@cyinyc.org](mailto:board@cyinyc.org) by  
March 7, 2021 by 11:59pm ET**

###

*Please send your resume and cover letter to:*

*[board@cyinyc.org](mailto:board@cyinyc.org)*

*Chinatown Youth Initiatives (CYI) is a 501(c)(3) certified non-profit organization whose mission is to empower New York City youth with the knowledge and skills necessary to address the needs of Asian American, immigrant, and other underrepresented communities. By providing a safe and supportive environment, CYI works to build a legacy of young leaders by strengthening awareness of community issues through project initiatives.*