



## **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.

### ***Operational Program Advisor 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:** Board of Directors

**Advisory Term:** April – August 2021 (with option to serve additional terms)

**Official Program Cycle:** July and August 2021

#### **Job Description:**

**This is a volunteer position** intended for young professionals from a variety of backgrounds, dedicated to shaping and supporting a 20 year organization that continues to grow, adapt, and transform based on the needs of Asian American young people and other underrepresented communities. This is a chance to work with local organizations, CYI's strong alumni network, to support programming, and work with our amazing youth.

The SLI Operational Program Advisor will work with SLI program staff, a motivated team of youth coordinators and facilitators, to provide program knowledge transfer and guidance on recruitment, budgeting, organization, and overall program execution. The Operational Program Advisor will work closely with the SLI 2021 team to ensure the successful launch of SLI 2021 on all facets.

Operational Program Advisors should expect a range of opportunities for mentorship, professional development and networking from the Board of Directors and other organizational partners. Operational Program Advisors may expect up to 5 hours of commitment per week during the advisory term.

#### **Responsibilities:**

- Provide guidance to SLI coordinators on building and managing team of youth facilitators

- Advise program staff on resources from past SLI's and identify ways to build off of previous program curriculums and structures
- Coordinate with the Board of Directors to schedule and execute key training sessions and staff retreat
- Ensure the completion of both a pre-program board report and a post-program board report
- Assist staff with event planning and other program activities before launch
- Support recruitment process of SLI staff
- Act as a liaison between program staff and Board of Directors and share periodic updates

**Qualifications:**

- Commitment to the mission and goals of Chinatown Youth Initiatives
- Experience working with high school and college students
- Program planning, implementation, and evaluation skills
- Highly organized and able to manage multiple tasks at once
- Conflict mediation skills and ability to work well under pressure
- Responsive on phone/email
- Strong virtual facilitation skills
- Previous involvement with CYI required
- *Past SLI experience a huge plus*
- *Young working professional status preferred*

**Cover Letter Suggested Topics:**

- Why are you interested in the Operational Program Advisor position?
- What is your interest in working with CYI youth?

**Additional Information:**

- Upon receipt of application, you may be contacted for a phone or video interview
- CYI Board of Directors will provide trainings 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**

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[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.*