### Job Title
Youth Organizer

### Employer/ Agency
OCA Greater Houston

### Job Description
**Primary duties and responsibilities**
- Develop and maintain relationships with educational institutions, community partners, and youth leaders.
- Work closely with the Latinx and Asian American Pacific Islander communities and individuals
- Plan and implement monthly youth leadership workshops and annual summer summit
- Assist in the youth leadership program curriculum creation and implementation.
- Mentor and work with college interns in program implementation
- Recruit high school and college-age students to participate in youth leadership program
- Coordinate student-led voter registrations with school administration and students
- Connect youth leaders to MFV/OCA-GH civic actions and opportunities; attend with students if necessary
- Attend community meetings and events
- Assist with creating social media content for OCA-GH/ Mi Familia Vota Education Fund
- Work with other team members to coordinate all program responsibilities
- Work on additional tasks and opportunities that may come up during the year (i.e. canvassing, phonebanking, etc)
- Prepare and turn in reports of overall program activities on a daily, weekly or monthly basis as directed

### Qualifications
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- Understanding of local, state, and federal policy
- Self-motivated with proven ability to work independently.
- Able to work weekends/evenings
- Community organizing work or other relevant experience
- Proven record of success in setting and achieving goals
- Demonstrated experience building, nurturing, and maintaining a diverse and effective alliances and collaborations; proven ability to work collaboratively and foster collaboration, trust and partnership in the high-pressure environment of a campaign
- Excellent organizational skills and communication (written and oral) skills - English, Spanish, Chinese, Vietnamese, Korean, and/or Urdu/Hindi preferred.
- Cultural competence and the ability to communicate effectively with people representing diverse interests, styles and backgrounds;
- Proficiency with MS Word, Excel, Power Point.
- Experience in using social media platforms, knowledge of VAN and/or other online voter file tools
- Ability to be flexible and understanding with changes
- Reliable transportation, valid driver’s license and proof of auto insurance required.
<table>
<thead>
<tr>
<th><strong>Salary/Hours</strong></th>
<th>Salary is commensurate with experience. Car allowance, cell phone stipend, and flexible work hours are included.</th>
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<tbody>
<tr>
<td><strong>Application Method</strong></td>
<td>Send resume, cover letter and a list of 3 professional references to Oscar Tu at <a href="mailto:Oscar.Tu@ocahouston.org">Oscar.Tu@ocahouston.org</a>. Calls will not be accepted. Position open until filled.</td>
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<tr>
<td><strong>Opening Date</strong></td>
<td>Immediate</td>
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To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.