

Job Title	Youth Organizer
Employer/ Agency	OCA Greater Houston
Job Description	<p><u>Primary duties and responsibilities</u></p> <ul style="list-style-type: none"> ● 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, ect) ● Prepare and turn in reports of overall program activities on a daily, weekly or monthly basis as directed
Qualifications	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> ● 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.

Salary/Hours	Salary is commensurate with experience. Car allowance, cell phone stipend, and flexible work hours are included.
Application Method	Send resume, cover letter and a list of 3 professional references to Oscar Tu at Oscar.Tu@ocahouston.org. Calls will not be accepted. Position open until filled.
Opening Date	Immediate

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.