



**Job Announcement
March 2010**

**Youth Leadership Program Coordinator
Mexican American Legal Defense and Educational Fund
Los Angeles National Office**

The Mexican American Legal Defense and Educational Fund (MALDEF) is the nation's leading Latino litigation, advocacy, and educational outreach institution. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and empower the community to fully participate in American society. We are currently seeking a Youth Leadership Program Coordinator to plan, develop, and implement an after-school program for middle and high school students in Pacoima, California that promotes academic success and higher education. The MALDEF Youth Leadership Program introduces civic participation in an academic context through weekly sessions that include college awareness and preparation, visual and performing arts projects, digital technology, film, guest speakers, and a service learning project.

Job Responsibilities:

Responsible for program implementation at Pacoima middle and high school sites; participant outreach and recruitment; organizing and teaching the curriculum; development of a work plan to achieve program objectives within the allotted time frame; securing artists for workshop activities; creating and collecting pre and post surveys from participants; and coordinating field trips, receptions; and other program related events. Fosters and maintains effective professional relationships and partnerships with staff, organizations, school administrators, educators, community leaders, parents and students.

Requirements:

The successful candidate will hold a Bachelor's Degree and will have at least 2 years of successful teaching or academic outreach experience working with bilingual, bicultural students, as well as experience working with Latino communities and organizations in Los Angeles, and excellent written and verbal communication skills in English and Spanish. The position requires an individual with a high degree of initiative who is able to work with minimal supervision; with an availability to work a variable work schedule to include evenings and weekends; must have a valid California Driver License, liability insurance, access to an automobile; and must possess both the ability and willingness to travel as required.

Desired Skills:

Background in curriculum development, teaching, and/or arts is highly desirable. A working knowledge of access and equity issues for Latinos in the educational system and a demonstrated commitment to working on civil rights and social justice issues in communities of color.

Compensation:

\$33,000 - \$44,000 per year plus benefits. Salary is commensurate with experience. MALDEF offers a generous benefits package that includes employer paid medical, dental, short and long term disability insurance, 20 days of personal time per year, 403(b) retirement plan, optional supplemental insurance and eleven paid holidays.

To Apply:

Send cover letter, résumé, and 3 to 5 page writing sample by email to: jobs@maldef.org or by US Mail to: MALDEF Attention: Human Resources 634 South Spring Street, 11th Floor, Los Angeles, CA 90014.

Position Open Until Filled.

Equal Opportunity Employer

For more information, visit: www.maldef.org

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