



Youth and Young Adult Organizer Job Description

POSITION: Youth and Young Adult Organizer (Full-time)

STATUS: Exempt

REPORT TO: Associate Director/Executive Director

The mission of KAN-WIN is to eradicate all forms of violence against women, including domestic violence and sexual assault, by empowering Asian American survivors and engaging the community through culturally competent services, community education and outreach, and advocacy. KAN-WIN is a non-profit, community-based organization that supports Asian American women and children victims of domestic violence and sexual assault in Chicago and its surrounding suburbs. KAN-WIN's services include 24-hour domestic violence crisis line, counseling, legal/social benefits advocacy, Transitional Housing and Children's program, and community education/outreach. Please visit our website to learn more! www.kanwin.org

Responsibilities:

The Youth and Young Adult Organizer is responsible for spearheading and implementing prevention organizing and education strategies for youth and young adults in the Asian immigrant communities. The responsibilities include, but are not limited to:

Youth & Young Adult Organizing

- Develop and implement organizing strategies to recruit, sustain and actively involve youth and young adults in the Asian American community in the movement to eradicate gender-based violence.
- Develop and implement organizing events, actions and trainings to further the goals of the youth and young adult program.
- Develop and implement an outreach plan to raise awareness among youth and young adults about dating violence, sexual assault and KAN-WIN's services in the Asian American community.

Youth & Young Adults Prevention Educations

- Develop and deliver educational presentations for large audiences of children, adolescents, and young adults in schools, media, churches or other organizations. Organize outreach opportunities and utilize the presentation materials at different events targeting youth and young adults.
- Develop/update outreach printed and/or on-line materials related to the dating violence and sexual assault and distribute to community members.
- Utilize social media platforms to disseminate information to youth and young adults.
- Reach out to public and private schools, including language schools, daycare facilities, colleges, and other school systems to engage youth and young adults into conversations about health relationships and consent.
- Develop new partnerships and manage existing partnerships within the community.
- Maintain educational session records and follow up records with participants and organizations.
- Serve as a main liaisons for youth collaborative projects.
- Conduct Peer Advocate Leadership programs for youth and youth adults throughout the year.
- Prepare performance reports quarterly and semi-annually.

Assistance with Direct Services as Necessary

- Help staff the 24-hour bilingual hotline and provide callers with crisis intervention, safety planning, information and referral, etc.
- Accompany survivors to different venues for advocacy purposes.
- Work as a team with other staff members to provide services in a holistic manner.

Organizational and Administrative Duties

- Assist and participate in all organizational activities such as program development, fundraising, and special event.
- Keep service data, create reports about funded projects, and meet other project objectives according to grant specifications.
- Create and maintain filing system for the project.
- Participate in staff meetings and case review sessions.
- Perform other duties as assigned or requested.

Qualifications:

Required

- At least bachelor degree of related major such as social work, counseling, community organization, political science, etc.
- Bilingual in one Asian language (Mandarin or Cantonese Chinese, Mongolian, Japanese or Vietnamese strongly preferred.)
- A valid driver's license – driving is necessary for this position.
- Ability to communicate effectively in oral and written communications.
- Demonstrated ability in working effectively in a team setting.
- Leadership skills and ability to take initiative.

Desired

- 40-hour domestic violence services training certificate or 40-hour sexual assault services training certificate is a plus.
- Familiarity with following issues: social justice, immigrant communities, gender and gender-justice.
- Experience in social services or domestic violence/sexual assault services field.

How to Apply:

TO APPLY SEND FOLLOWING TO: hr@kanwin.org. Please specify "Application for the **Youth and Young Adult Organizer**" in subject line, and attach the followings materials:

- Resume
- Cover letter specifically referencing qualifications enumerated above
- A list of three references