

Position Title: PT Bilingual Youth Outreach Worker
Organization: Operation P.E.A.C.E.
Start/End Date: Summer – 8 weeks over July & August
Hours per week: 24 hours (flexible days)



Operation P.E.A.C.E., a nonprofit located in the Fenway and in Dorchester, is seeking a PT Bilingual Youth Outreach Worker.

Operation P.E.A.C.E. (Partnerships in Education And Community Enrichment), is a non-profit organization whose mission is to educate and enrich family and community life through a mix of education, social, and technology resources. Our drop-in youth programs reach up to 15 youth daily between the ages of 5-15 years. We are looking for someone that can take on culturally relevant outreach and engagement efforts in the community to reach more families, while also aiding in the day-to-day operations of the youth program.

Professional experience in a school, after school, community center or camp setting preferred. Given the range of ages and needs of youth in the community, applicant must be patient, flexible, and mature. As the Youth Outreach Worker will represent the organization during outreach efforts, applicants must be professional and able to work with a diverse population. Experience with creative outreach methods, social media content creation and management, and community relations preferred. We are seeking a dynamic individual that can attract and build positive relationships with neighborhood families.

Responsibilities Include:

- Provide on-site support in daily operations of the youth program; ensure safety of youth in our care while assisting the Youth Coordinator with supervision and activities
- Develop positive and supportive relationships with current youth and families
- Provide outreach to and develop partnerships with other youth-serving organizations
- Promote youth programs and resources within our network of families and community organizations
- Recruit and engage new youth and families into our programming through creative outreach efforts, frequent communication, 1:1 meetings, etc.
- Always represent Operation P.E.A.C.E. positively and professionally
- Communicate any issues, concerns, needs, questions, etc promptly to supervisor

Requirements Include:

- Bachelor's Degree in a related field
- Experience in a professional youth setting (after school, camp, etc)
- Stellar interpersonal skills, including excellent communication, ability to interact effectively with a diverse population, and a dynamic, outgoing demeanor
- Are responsible and mature; able to work independently while under supervision
- Creative, with a strong initiative and work ethic
- Work well with youth and adults from a range of backgrounds, ages, and abilities
- Are organized and detail-oriented

This is a part-time, 24 hr/week position over Summer 2022 (July-August). Applicants will report to the Youth Coordinator but will also work closely with the Director.

This position is open and accepting applications until filled. A Criminal Offenders Records Information (CORI) request and Sex Offenders Records Information (SORI) request will need to be completed for this position.

We are an equal opportunity employer and do not discriminate based on race, religion, gender, age, sexuality, gender identification, or physical ability.

Please email resume and cover letter to:

Mallory Rohrig
Program Director
Operation P.E.A.C.E.
Mallory@OperationPeaceBoston.org