



AACE UPWARD BOUND

JAPANESE COMMUNITY YOUTH COUNCIL

ACADEMIC YEAR 2008-2009

JOB TITLE: ADMINISTRATIVE COORDINATOR

PROGRAM: AACE UPWARD BOUND

LOCATION: 1596 POST STREET, SAN FRANCISCO, CA

SALARY: \$13 - \$15 PER HOUR / DOE UP TO HOURS / WEEK INCLUDES SOME WEEKENDS

APPLY: ASAP

DESCRIPTION

The AACE Upward Bound **Administrative Coordinator** has an important role and responsibility in the success of the Upward Bound participants. In addition, to coordinating overall office management, the Administrative Coordinator will assist with the Director and Assistant Director in the planning, implementation and evaluation of the project services and activities, with the focus on the following three areas: 1) outreach/recruitment of program participants 2) tutorial component, and 3) Saturday College.

The Administrative Coordinator reports directly to the Upward Bound Program Director. Responsibilities include, but are not limited to the following:

- Provide administrative support and services - Prepare and maintain files for staffs and participants. Assist Director & Assistant Director in all program related evaluations (internal, U. S. Department of Education and the California Department of education and other funding sources).
- Assist the Director in monitoring overall program budget including provide projected costs for various activities.
- Assist the director in monitoring of incoming and outgoing program costs including submitting forms to the fiscal department for check requests and cash disbursements, collecting timesheets from all staff, assisting in distribution of payroll, updating personnel timesheets summaries.
- Track students and input student information into our database/server.
- Coordinate academic, social and cultural fieldtrips through the year.
- Assist in the program recruitment process and collaborate with other JCYC programs (Talent Search, MYEEP, NWW, etc.) to accept referrals of potential program applicants.
- Assist in the implementation of Saturday College Program, and various other program activities.

JOB QUALIFICATION

College degree or candidates in behavior sciences, education, or child development programs required. Experience working with youth is a plus. Excellent organizational and communication skills with good attention to details. Computer skills in Microsoft, Excel, Access, and PowerPoint required. Some driving is required. Applicant competent in other languages other than English is encouraged to apply.

HOW TO APPLY

Applicants **MUST** submit the following to be considered: 1) cover letter; 2) resume of qualifications and experience

Application by e-mail is highly encouraged to kaquino@jcy.org
Application by mail send to: - AACE Upward Bound /JCYC, Attn: Admin. Coord. 1596
Post Street, 2nd flr. San Francisco, CA 94109-6511
Contact Email: kaquino@jcy.org

PLEASE NOTE: AACE Upward Bound and JCYC actively seek to hire and promote individuals, recruit volunteers and provide services to individuals without regard to race, color, sex, sexual orientation, religious creed, national origin, age, marital or veteran status, or presence of non-job related conditions or disabilities. All employees of the JCYC participate in a criminal background investigation.