



Seeking Program Director

Project MotiVATe (PM), based in Orange County and with office at Golden West College Campus, seeks a part-time program director to manage and lead a mentorship program for Vietnamese American youth. Originally founded by university students in 1996, Project MotiVATe became an independent nonprofit organization in 2010. Project MotiVATe's mission is to mentor Vietnamese American teens for personal success by developing their academic, social and cultural skills.

The Program Director (PD) provides vision and leadership for Project MotiVATe to ensure that activities are congruent with its mission and objectives. The position offers an excellent opportunity to develop a grassroots, community-based organization, gain hands-on experience working with youth, and network with the Vietnamese community.

Qualifications

- Previous experience working for youth programs and planning events
- Previous experience supervising staff and managing budgets
- Familiar with Vietnamese American community needs and concerns
- Able to commit for 2 years in order to ensure program continuity
- Conversational in Vietnamese language (strongly preferred but not required)
- Minimum of a BA degree or in final year of college
- Patience, flexibility, and creativity
- Able to work independently

Duties

- Administrative: implement administrative procedures, including management of budget and operations.
- Program Activities: supervise day-to-day programming, including weekly study hall, monthly events, and annual summer camp.
- Study Hall: supervise and coordinate Study Hall Program, each Wednesday at our Golden West College Facilities.
- Mentee & Parent Development: recruit and orient new mentees and their parents and create program evaluation tools to track mentee progress.
- Volunteer Development: recruit and train mentors and volunteers and manage Coordinating team.
- Fundraising: seek out and apply for grant/funding opportunities and oversee coordination of community fundraisers (including Annual Gala).
- Board of Directors Liaison: attend monthly Board meetings and develop program policies in conjunction with Board.
- Public Relations: represent PM at community events and in the media, develop partnerships with local organizations, and manage social media tools including website, Facebook, and e-newsletter.

The PD will work 15-20 hours per week to carry out the above duties, with the support of a volunteer Coordinating team. Compensation commensurate with experience with opportunities to fundraise for extra compensation.

The term will begin July 1, 2018 through June 30, 2020.

Email cover letter, resume and application to projectmotivate@gmail.com by May 31st, 2018.



PROGRAM DIRECTOR APPLICATION

Name (Last, First, M.I.):

Date of Birth:

City of Birth:

Gender: Male

Female

Street Address:

City:

State:

Zip Code:

Home Phone: ()

Cell: ()

Current Occupation:

Future Occupation:

High School Attended:

City of High School:

College/University Attending/Attended:

Major(s) and Minor(s) (If applicable):

Year in School/Year graduated:

Cumulative Grade Point Average (GPA):

Extracurricular Activities and Hobbies:

Rate your Vietnamese speaking skill level (1-5; 1=Low 5=Strong):

Rate your Vietnamese reading and writing skill level (1-5; 1=Low 5=Strong):

How did you hear about Project MotiVATe?

Please answer the following questions and attach to application:

1) What is your knowledge of and/or experience with Project MotiVATe?



- 2) As Program Director, what short or long-term objectives would you have for the program?

- 3) Describe any previous experience working with youth. What have you learned from these experiences?

- 4) Describe how Project MotiVATe fits in with your current activities and responsibilities. Are you able to meet the time commitment as outlined in the PD job announcement?

- 5) Any other comments or consideration you would like to provide:

Please attach a resumé and cover letter to this application and email to projectmotivate@gmail.com by May 31st, 2018.



Project MotiVATe Overview

Mission

The mission of Project MotiVATe (PM) is to mentor Vietnamese American teens by developing their academic, cultural and social skills to achieve educational goals and personal success.

About

Located in Orange County, CA, Project MotiVATe (Mentoring Vietnamese American Teens) serves as a culturally relevant resource to Vietnamese youth and their families. Through its annual summer camp, one-on-one mentoring, weekly study halls, and monthly events, Project MotiVATe ensures that all mentees graduate high school and pursue higher education while creating opportunities for personal growth, cultural connectedness and social responsibility.

History

- Founded in 1996 by the Vietnamese Community of Orange County, specifically Natalie My- Oanh Nguyen and Anh Ngo, as a summer camp.
- In 2000, under Nicole Nguyen, Project MotiVATe included a year-long mentoring program as well as the summer camp.
- In 2004, the Union of Vietnamese Student Association (UVSA) became the umbrella organization (fiscal sponsor) for Project MotiVATe.
- In 2004, OCAPICA became a mentor organization to Project MotiVATe, offering resources and facilities.
- In 2005, with the help of CSULB's Master's in Industrial/Organizational, Project MotiVATe had an organizational restructure and became an academic/mentoring program.
- In 2006, OCAPICA became the umbrella organization (fiscal sponsor) for Project MotiVATe.
- In 2011, in order to expand its capacity to serve more families in the Vietnamese community in Orange County, Project MotiVATe transitioned to become an independent 501c3 organization and moved to its own location in Garden Grove.
- In 2016, Project MotiVATe moved its facilities to Golden West College in collaboration to support the promotion of youth education and learning.

www.projectmotivate.org