



Vietnamese American Youth Alliance (VAYA)

Liên Hội Tuổi Trẻ Việt Nam San Diego

P.O. Box 711912, San Diego, CA 92171-1912

<http://www.vayasd.org> info@vayasd.org

VAYA 2016-2017 General Staff and Project Coordinator Duty Descriptions

General responsibilities

- (a) Plan events and projects that further the organization's mission and purpose.
- (b) Abide by the organization's policies and procedures
- (c) Present to the VAYA Staff all communications addressed to him/her as an officer of VAYA
- (d) Attend Staff Meetings regularly and on time to update other staffs on his/her progress
- (e) Maintain good communication with Executive Board and other staffs.

VAYA Staff Position:	Community Service Chair
Term Duration:	1 year by appointment, renewable
Description:	<p>Qualification: Enjoys volunteering to make a difference in the community. Big thinker. Preferably has experience leading and organizing others, but more importantly, willing to learn and work hard.</p> <p>Duties:</p> <ul style="list-style-type: none"> (a) Research and proposal to Executive Board relevant community service opportunities that would further the organization's Mission and values. (b) Actively coordinate community services projects assigned by the Executive Board.

VAYA Staff Position:	Fundraising Chair
Term Duration:	1 year by appointment, renewable
Description:	<p>Qualification: Loves making money. Know how to set financial objectives and meet them. Preferably has experience leading and organizing others, but more importantly, willing to learn and work hard.</p> <p>Duties:</p> <ul style="list-style-type: none"> (a) Research and proposal to Executive Board relevant fundraising opportunities that would enhance the organization's financial status. (b) Actively coordinate fundraising projects assigned by the Executive Board.

VAYA Staff Position:	Publicity/Communication Chair
Term Duration:	1 year by appointment, renewable
Description:	<p>Qualification: Basic knowledge of promotional and marketing. Good writer, speaker. Creative; Personable.</p>



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	<p>Duties:</p> <ul style="list-style-type: none"> (a) Attend meetings regularly to maintain updated knowledge of organizational projects and events (b) Ensure that flyers and promotional materials are created and distributed in order to inform members and the public about the organization's events and projects (c) Promote and recruit participants for events and projects (d) Compile and compose organizational announcements for distribution to members and the public
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VAYA Staff Position:	Media Chair
Term Duration:	1 year by appointment, renewable
Description:	<p>Qualification: Knowledge of graphic design including video editing.</p> <p>Duties:</p> <ul style="list-style-type: none"> (a) Design and create flyers, videos, and other media to promote the organization and its projects/events (b) Assist the Publicity/Communication Chair in his/her duties (c) Assist the Webmaster with media contents for the website

VAYA Staff Position:	Retention Chair
Term Duration:	1 year by appointment, renewable
Description:	<p>Qualification: Personable, out-going, organized, responsible.</p> <p>Duties:</p> <ul style="list-style-type: none"> (a) Research and Propose to Executive Board ways in which to recruit, retain, and recognize Members and Staffs (b) Maintain roster of Active Members (c) Assist the Publicity/Communication Chair in recruiting participants for events (d) Assist the Internal Vice President in training and developing current staff

VAYA Staff Position:	Culture Chair
Term Duration:	1 year by appointment, renewable
Description:	<p>Qualification: Knowledge of Vietnamese culture and history</p> <p>Duties:</p> <ul style="list-style-type: none"> (a) Research and Propose to Executive Board different ways to educate



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	<p>the members and the public about Vietnamese culture and history</p> <p>(b) Actively coordinate cultural projects and events assigned by Executive Board.</p>
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VAYA Staff Position:	Historian
Term Duration:	1 year by appointment, renewable
Description:	<p>VAYA is seeking a Historian to maintain a written/verbal account of VAYA's contribution to the community.</p> <p>Historian will assist the VAYA Eboard to create and maintain a lasting VAYA Legacy that can be passed on to subsequent generations of VAYA Staff.</p>
General Leadership Qualification	<ul style="list-style-type: none"> - Must be committed to VAYA's Mission of Youth Empowerment, Cultural Awareness, and Social Activism. - Must be able to inspire and lead others - Must be committed to fostering the growth of VAYA
Qualification:	<ul style="list-style-type: none"> - Strong written and verbal communication skills - General understanding of social issues and community politics - Willingness to explore and situate VAYA's existence within the context of San Diego Vietnamese community and its history - Strong organizational skills - Good Story-teller
Technical Responsibility:	<ul style="list-style-type: none"> - Collect photos of VAYA events and organize the photo gallery to reflect its history of service, social interaction, and growth - Participate in VAYA events and generate written reports for publication and archive - Attend Staff Meetings and General Body Meetings - Generate editorials relating to VAYA's History and its leaders - Maintain the contacts of former VAYA Staffs and Members. - Work with Media Chair to generate video documentation of Tet Staff
Leadership Responsibility:	<ul style="list-style-type: none"> - Form subcommittees as needed - Work with webmaster to keep VAYA home page up to date - Work with R3-Team to disseminate knowledge about VAYA - Recruit and Train new staff and potential historian
Hours per week:	2 - 8 hours (including meetings)
Position Type:	Volunteer Staff



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VAYA Staff Position:	Community Relation Coordinator I (Vietnamese)
Term Duration:	1 year by appointment, renewable
Description:	<p>VAYA is seeking a Community Relation Coordinator to facilitate the interaction between VAYA and the Vietnamese community organizations in San Diego.</p> <p>CRC1 will assist the VAYA External VP to strengthen the bond between VAYA and supporters as well as to recruit new support from Vietnamese community organizations.</p>
General Leadership Qualification:	<ul style="list-style-type: none"> - Must be committed to VAYA's Mission of Youth Empowerment, Cultural Awareness, and Social Activism. - Must be able to motivate and lead others - Must be committed to fostering the growth of VAYA -
Position-specific Qualification	<ul style="list-style-type: none"> - General understanding of intergenerational issues and community politics - Must be fluent in both Vietnamese and English - Must have great communication (and negotiation) skills -
Technical Responsibility:	<ul style="list-style-type: none"> - Work with Vietnamese Media (newspaper, radio, TV) to promote VAYA Mission and Events - Work with VAYA Radio show Host to bring VAYA events to the community - Enlist the support and sponsorship of Vietnamese businesses - Recruit the participation of community organizations in VAYA's events and projects.
Leadership Responsibility:	<ul style="list-style-type: none"> - Work with VAYA External VP to enhance VAYA's standing with other Vietnamese community organizations - Form subcommittees as needed - Recruit and Train new staff and potential CRC1
Hours per week:	2 - 8 hours (including meetings)
Position Type:	Volunteer Staff



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VAYA Staff Position:	Community Relation Coordinator II (non-Viet)
Term Duration:	1 year by appointment, renewable
Description:	<p>VAYA is seeking a Community Relation Coordinator 2 to facilitate the interaction between VAYA and the non-Vietnamese community organizations in San Diego.</p> <p>CRC2 will assist the VAYA External VP to strengthen the bond between VAYA and supporters as well as to recruit new support from the non-Vietnamese community organizations.</p>
General Leadership Qualification:	<ul style="list-style-type: none"> - Must be committed to VAYA's Mission of Youth Empowerment, Cultural Awareness, and Social Activism. - Must be able to motivate and lead others - Must be committed to fostering the growth of VAYA -
Position-specific Qualification	<ul style="list-style-type: none"> - General understanding of ethnic/racial issues and community politics - Degree or Major in the social sciences preferred (sociology, ethnic studies, etc) - Must have great communication (and negotiation) skills -
Technical Responsibility:	<ul style="list-style-type: none"> - Work with non-Vietnamese Media (newspaper, radio, TV) to promote VAYA Mission and Events - Work with non-Vietnamese organizations to bring awareness of cross-racial/class/gender issues - Enlist the support and sponsorship of non-Vietnamese businesses - Recruit the participation of community organizations in VAYA's events and projects.
Leadership Responsibility:	<ul style="list-style-type: none"> - Work with VAYA External VP to enhance VAYA's standing with other non-Vietnamese community organizations - Form subcommittees as needed - Recruit and Train new staff and potential CRC2
Hours per week:	2 - 8 hours (including meetings)
Position Type:	Volunteer Staff



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VAYA Staff Position:	Editor in Chief
Term Duration:	1 year by appointment, renewable
Description:	<p>VAYA is seeking an Editor-in-Chief to help connect the members and the community through the creative and literary art.</p> <p>Editor in Chief will assist the VAYA Eboard to disseminate organizational literature and communiqué as well as to promote the member's contribution to the body of knowledge of Vietnamese culture, social activism, and youth empowerment.</p>
General Leadership Qualification	<ul style="list-style-type: none"> - Must be committed to VAYA's Mission of Youth Empowerment, Cultural Awareness, and Social Activism. - Must be able to inspire and lead others - Must be committed to fostering the growth of VAYA
Qualification:	<ul style="list-style-type: none"> - Strong written and verbal communication skills in the English and Vietnamese language - General understanding of social issues and community politics - Basic knowledge of publishing softwares: MS Publisher, Adobe InDesign, Adobe PageMaker, etc. - Basic website design and html editing.
Technical Responsibility:	<ul style="list-style-type: none"> - Bi-weekly eNewsletter - Quarterly or monthly printed newsletter - Annual VAYA Yearbook - Update VAYA Brochure - Attend Staff Meetings and General Body Meetings - Collect, screen, publish poems, short stories, essays relating to VAYA's Mission - Generate editorials relating to VAYA's Mission and Activities - Collect, screen, publish Member "shout-outs"
Leadership Responsibility:	<ul style="list-style-type: none"> - Form subcommittees as needed - Obtain Sponsorship for printing materials as needed - Participate in VAYA events and work with Historian to generate written reports - Work with Tet Publicity Chair on Tet Brochure and other printed materials - Work with webmaster to keep VAYA home page up to date - Recruit and Train new staff and potential editors
Hours per week:	2 - 8 hours (including meetings)
Position Type:	Volunteer Staff



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VAYA Staff Position:	Media Chair
Term Duration:	1 year by appointment, renewable
Description:	VAYA is seeking a Media Chair to generate multimedia accounts of VAYA's contribution to the community. Media Chair will assist the VAYA Eboard to promote VAYA through still and moving visual/audio media.
General Leadership Qualification:	<ul style="list-style-type: none"> - Must be committed to VAYA's Mission of Youth Empowerment, Cultural Awareness, and Social Activism. - Must be able to motivate and lead others - Must be committed to fostering the growth of VAYA -
Position-specific Qualification:	<ul style="list-style-type: none"> - General understanding of "discourse" and the power of representation - Basic Knowledge of video lighting and audio capturing - Knowledge of photo editing tools: Adobe Photoshop, Illustrator, etc. - Knowledge of video editing tools: Windows Movie Maker, Adobe Premiere, iMovie, etc. - Knowledge of audio editing tools: Sound Forge, etc - Knowledge of DVD authoring and label designing - Strong organizational skills
Technical Responsibility:	<ul style="list-style-type: none"> - Participate in VAYA events and capture photo/video/audio of staff and audience. - Generate Slideshows and Video Clips of VAYA's members and events for promotional and archival purposes - Collect and upload VAYA photos to smugmug gallery - Collect and upload VAYA videos and slideshows to VAYA homepage and Youtube! - Attend Staff Meetings and General Body Meetings - Perform video documentation of Tet Staff
Leadership Responsibility:	<ul style="list-style-type: none"> - Form subcommittees as needed - Work with Historian and Editor in Chief to create visual representations of VAYA. - Work with webmaster to keep VAYA home page up to date - Work with R3-Team to disseminate knowledge about VAYA - Recruit and Train new staff and potential Media chair
Hours per week:	2 - 8 hours (including meetings)
Position Type:	Volunteer Staff



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VAYA Staff Position:	Youth Coordinator
Term Duration:	1 year by appointment, renewable
Description:	<p>VAYA is seeking a Youth Coordinator to facilitate the interaction between VAYA and the San Diego youths.</p> <p>Youth Coordinator will assist the VAYA Internal VP to create programs to develop the leadership and enhance the involvement of high school and college students in San Diego.</p>
General Leadership Qualification:	<ul style="list-style-type: none"> - Must be committed to VAYA's Mission of Youth Empowerment, Cultural Awareness, and Social Activism. - Must be able to motivate and lead others - Must be committed to fostering the growth of VAYA -
Position-specific Qualification	<ul style="list-style-type: none"> - Must love to work with high school and college students - General understanding of adolescent issues - Must have great communication and motivational skills -
Technical Responsibility:	<ul style="list-style-type: none"> - Oversee mentorship programs such as shadowing day - Visit high school and college student clubs to speak on behalf of VAYA - Maintain network of high school and college students that volunteers with VAYA. - Work with the VSA's and other Youth Organizations to form a youth coalition. - Enlist the support and sponsorship of parents - Recruit the participation of community youth organizations in VAYA's events and projects.
Leadership Responsibility:	<ul style="list-style-type: none"> - Work with VAYA External and Internal VP - Form subcommittees as needed - Recruit and Train new staff and potential YC
Hours per week:	2 - 8 hours (including meetings)
Position Type:	Volunteer Staff