

**The Islamic Cultural Preservation and Information Council /
New Africa Center (ICPIC-NAC)**

4243 Lancaster Avenue, Philadelphia, PA 19104

ICPIC@RCN.COM

<http://www.newafricacenter.com/>

Job Title: Youth Programs Manager

Status: Part-time, 30 hours per week

Supervisor: Executive Director

Salary: \$25 hour

Application Deadline: Aug. 31, 2022

ICPIC-NAC is seeking a dynamic **Youth Programs Manager** to lead the return of programming serving West Philadelphia children and youth which has been on hold due to the pandemic. The Youth Programs Manager's primary goal will be to utilize the New Africa Center as a safe space for youth ages 6-18 to participate in fun, education programs and activities in a supported setting. Following two years of disrupted social interactions, neighborhood youth will be brought together again with neighborhood peers to reconnect and learn together and to share and celebrate their talents. Skill building will include computer and financial literacy, interpersonal communication, and critical thinking. Access to empowering knowledge about African American history will help to improve their self-esteem and cultivate civic pride in our collective historic achievements and a stronger sense of citizenship. Programming is delivered in collaboration with partners including the Department of Recreation, the University of Penn's Center for Community Partnership, the Mann Music Center, and the Free Library of Philadelphia.

Responsibilities

- Implement three previously developed programs:

Cultural Awareness and Education (CASE) - CASE seeks to provide and empower participating youth with a strong sense of personal self-worth, confidence, discipline, citizenship and career skills. Afterschool and Saturday activities include the painting of community murals, computer literacy, cultural awareness education, swimming, arts and crafts and academic enrichment plus Saturday field trips to museums and other venues. Friday Open mic jam sessions and community events will provide opportunities for youth to showcase their talents and will engage an even broader pool of youth.

Youth Adventure Summer Camp for up to 40 children in two 3-week sessions during July and August. Each session of up to 20 children will meet daily from 9am to 4pm and engage participants in arts & crafts, cultural awareness activities, computer and financial literacy education, and field trips to museums, roller skating, bowling and other educational and recreational activities.

Re-establish New Freedom District Ambassadors Team: Four neighborhood teens will be employed as advisors to the Program Manager, to assist with program planning, trip facilitation for younger participants, and outreach to peers through the design of marketing materials and promotion via their social media networks.

- Build trusting relationships with program participants to fully understand needs and barriers
- Develop and maintain partnerships with external resources relevant to youth programming
- Ensure that program policies and procedures are understood and followed by participants
- Maintain communication with parents/guardians
- Assist with volunteer coordination
- Assist with the recruitment, hiring & development of school age staff.
- Act as Supervisor for all school age staff.
- Document program activities including attendance and outcome
- Maintain inventory of relevant program supplies

Qualifications

The successful candidate will be a self-motivated team player who is passionate about improving the life outcomes of children and youth in West Philadelphia and meets the following qualifications:

- Bachelor's Degree required or more than 6 years relevant working experience
- Must have 3 years of experience working with vulnerable/at-risk youth
- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Strong organizational and time management skills with an attention to detail
- Ability to problem solve creatively
- Must be grounded and organized and yet flexible and open to the changing demands of a small organization.
- Availability to work evenings and weekends.

Submit resume via email to Abdul-Rahim Muhammad, Executive Director: ICPIC@RCN.COM

ICPIC-NAC is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, gender, sexual orientation or identity, national origin, age, disability, political affiliation or belief, or veteran status.

ICPIC-NAC Organizational Background and Programs

The Islamic Cultural Preservation and Information Council /New Africa Center (ICPIC-NAC) is a progressive African American Islamic cultural organization with a mission to preserve, protect and elevate our cultural heritage of Islam in America. Our coalition of university scholars, educators, multi-disciplinary artist, parents and individuals are not a proselytizing organization; our purpose is to provide public forums for the academic study & artistic expression of traditional & contemporary Islamic arts, culture, history, literature & beliefs.

Since its founding in 1991, the overarching goal of the Islamic Cultural Preservation and Information Council has been to create a more accepting and tolerant atmosphere regarding intercultural relations. We work to preserve our African American Muslim rich cultural heritage and legacy to pass on to future generations and to foster intergroup awareness, respect, tolerance and multicultural understanding. We established the nation's first New Africa Center/Muslim American Museum & Archive in 2005, which preserves, documents and interprets the African American Muslim history and experience. We are dedicated to the community development and revitalization of our urban neighborhoods by collaborating with numerous community partners including other cultural, educational, and social-economic institutions, organizations, government agencies and community groups.

The New Africa Center/Muslim American Museum & Archive provides educational and cultural programs by way of public forums, workshops, classroom presentations, youth and senior citizen programs, festivals, exhibitions, literature, and multimedia outlets.

The Lancaster Ave New Freedom District Initiative – An effort to use arts & culture, history and neighborhood identity as an economic engine to rebuild our community. The New Freedom District goes from 32nd to 48th Streets West on Lancaster Avenue and the surrounding area in West Philadelphia and includes several Historic Sites.

- **Lancaster Ave Historic New Freedom District Tours** - Tours highlighting African American institutions, organizations, events, and individual achievements. They highlight African Americans' first migration to the area during the Underground Railroad, the Great Migration, and the Civil Rights Movement as well as historical events that highlight their quest for self-determination, justice, and equality.
- **Community Family Days at our New Africa Freedom Square** - Provided in collaboration with community partners and groups on the urban green space across from the New Africa Center these fun-filled days offer games for children, entertainment, local history tours, a health fair, resource information tables and free food for everyone.

Annual Islamic Heritage Festival & City-wide Community Parade - one of the city's largest multi-ethnic festivals and the largest Islamic Festival in the country. The festival includes entertainment and fun for the whole family with activities including a health fair, speakers, a fashion show, exhibits, games for children and a bazaar.

Community Feeding at the New Africa Center. In partnership with Caring for Friends and the Peoples Emergency Center we serve hot nutritious meals and provide bags of groceries with fresh fruits & vegetables, can and dry goods, bread, milk, and meat for a balanced diet.