Youth Program Assistant

Somali Bantu Community Association of Maine

Organization Description

The Somali Bantu Community Association (SBCA) provides vital transitional services, youth engagement, land access, and resources for food production that empower members of the refugee and immigrant community to uphold cultural identity and economic well-being to thrive in their new life here in Maine. SBCA's programmatic priorities include Client Navigation Services, Liberation Farms, Kashekee Youth Development, and Land Access. The SBCA is a Somali Bantu-led organization that navigates challenges related to translation and interpretation, food insecurity, housing, employment, childcare, transportation, healthcare, and more, for the vibrant community of immigrants and refugees living in the Greater Lewiston Area of Maine. As a community created and led organization, the SBCA is uniquely positioned to positively impact the lives of those we serve utilizing culturally responsive strategies.

Position Title: Youth Program Assistant
Location: Somali Bantu Community Association 222 Pine St. Lewiston ME.
Employment Type: Part-time (30hr/ week)
Salary Range: $22 per hour
Job Description:

The Youth Assistant will work closely with the Kashekee Youth Program Coordinator to provide essential support in the planning and implementation of programs designed to assist youth in the community. The assistant will play an integral role in supporting programs for young people aged 5 to 18 years old, including farm-based education and youth engagement activities in year round programming in partnership with UMaine 4-H. The Youth Assistant will help interview, train, and guide the seasonal youth leaders and consultants to deliver key programming, and assist in recruiting youth to year-round opportunities. This position requires strong organizational skills, effective communication, attention to detail, and a passion for community engagement. The Youth Assistant will work closely with the Youth Program Coordinator to ensure that initiatives are carried out efficiently and meet participants' varied needs.

Supervision & Collaboration

- Supervisor: Fatuma Dakane, Youth Program Coordinator and Sarah Robinson, Finance & Systems Director
- Partners with SBCA staff: Client Navigation Services, Liberation Farms team, and Grant Writer

Key Responsibilities

Administrative Support**:**

- Assist with scheduling meetings, maintaining records, and preparing reports.
- Respond to inquiries from families, youth, and community partners in a timely manner.
- Support data entry, file management, and program tracking efforts, maintaining privacy.

Program Assistance:

- Help implement programs and activities, including the farm-based summer youth program.
- Coordinate supplies, materials, and logistics for events, workshops, and community outreach.
- Provide on-site support during youth activities, ensuring a safe and inclusive environment.
- Comfort working at Liberation Farms to conduct summer programming, field trips, and livestock activities

Community Outreach:

- Support outreach efforts to engage families and youth, particularly within the Somali Bantu community.
- Assist in disseminating program information through flyers, social media, and direct communication.

Resource Coordination:

- Help connect families and youth to local resources, services, and programs.
- Support the Youth Program Coordinator in identifying community needs and solutions.

Qualifications

- Strong organizational and time management skills.
- Experience working with youth or families in a community-based setting is preferred.
- Effective communication and interpersonal skills.
- Ability to work collaboratively in a team environment.
- Proficiency in Maay Maay and/or Somali

Job Type & Salary

This is a part-time, non-exempt position with 20-30 hours work week, with a base wage of $22 per hour, paid bi-weekly. Reviews are conducted annually and coincide with a 7.5% increase dependent on performance.

Part-time regular employees (working 20-30 hours per week) are eligible for up to 120 hours of Paid Time Off (PTO) per calendar year. Eligible holidays include 14 paid days per calendar year. Part-time regular employees are entitled to a health insurance stipend of $225 per month and cell phone reimbursement of $25 per month, both of which are paid to team members quarterly.

How to Apply

Email a resume and cover letter detailing your interest in the program and experience working cross-culturally to lana@somalibantumaine.org or drop them off to 222 Pine Street, Lewiston, ME 04240. The deadline for application is rolling with an anticipated start date of October 1, 2026 or sooner.

The Somali Bantu Community Association is an equal opportunity employer. We value diversity and are committed to equity and inclusion in our workplace. We encourage applications from all qualified individuals and consider applications for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity or expression, military status, age, disability, genetic information, citizenship status, or any other characteristic protected by federal, state, or local laws. If you need assistance or accommodation in the application process, please contact us at lana@somalibantumaine.org.