

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services
Office of Youth Programs



Job Title

Program Assistant, Marion Barry Youth Leadership Institute

Application Summary

Thank you for your interest in the **Program Assistant** position with the **Marion Barry Youth Leadership Institute (MBYLI)**. Founded in 1979 as a year-round program to train District of Columbia youth on the concepts of leadership and self-development, MBYLI's training model emphasizes practical, hands-on experience and embraces a holistic approach to developing leaders for the 21st century.

In order to complete this application, candidates must fulfill all requirements outlined in each form. Incomplete applications will not be considered in the selection process. Applications should not contain fallacies and must be completed to the best of each candidate's ability. Eligible applicants will be subject to a background check issued by the Government of the District of Columbia.

The following documents must be completed and submitted for consideration:

- 1. Program Assistant Application**
(Applications may be submitted before references)
- 2. New Applicant Reference Form or Returning Applicant Reference Form**
(Each applicant must submit 2 reference forms)

Each year, 350 youth participate in the Summer Intensive Training Program. Program Assistants provide paraprofessional expertise and approach physical, ethical, and emotional responsibilities with exceptional leadership. Program Assistants must also provide extraordinary levels of mentorship and accountability. Our team will consist of qualified individuals who exhibit exceptional performance in: maturity, response to criticism, ethical accountability, decision-making, building relationships, individual confidence, and the ability to work well within a team.

Completed materials must be submitted to the Manager of Program Assistant Development David Williams at david.williams3@dc.gov no later than **Friday, March 25, 2016 at 5:00 p.m.** Applications submitted after 5:00 p.m. on this date will be reviewed, but are not guaranteed to be considered in the selection process.

Any inquiries should be emailed to david.williams3@dc.gov. Mr. Williams will respond during normal business hours, Monday – Friday 9:00 am – 5:00 pm.