

Human Resources Department
Peace Community Center

E: jobs@peacecommunitycenter.org

P: (253) 383-0702

F: (253) 383-0702

Position Specifications

Salary: \$16.00/hour

Position Type: Part-time (20 hrs/week)

Reports to: Program Manager

Department: Education Programs-Non-Exempt

Position Overview

Peace Community Center is a nonprofit located in the Hilltop of Tacoma, WA, whose mission is rooted in faith. We support and encourage youth to cultivate their academic and leadership talents so they can gain full access to educational opportunities and reach their full potential.

The Program Assistant is a part-time, 20 hours per week staff position whose primary role is to support

Middle School Program Assistant

implementation of the after-school program in alignment with program strategy and end outcomes, helping ensure that students fully participate in program and build academic and social-emotional skills essential to their current and future success. There are three main components of the Program Assistant role: Supporting day-to-day program implementation, managing administrative projects, and scheduling special events. The Program Assistant will work in close partnership with the Program Manager.

Primary Responsibilities

Support Day-to-Day Program Implementation

- Be on-site Monday-Thursday in the afternoons from 2:30 - 6:00 p.m.
- Manage logistical program-time tasks such as answering the program phone and ensuring only authorized visitors enter the program space
- Support Program Manager by providing secondary student support to help students resolve conflicts and self-manage in-line with program policies and procedures
- Problem-solving day-of student and staff issues that arise in line with program procedures and report back to Program Manager with issues and needed follow-up
- Supporting program with a lens towards the YPQA model as a measure of success
- Bringing solutions to Program Manager for improvement of systems and structures to improve program delivery and student outcomes
- Assisting with general program support including setting up/cleaning up program each day
- Attending trainings and development through Peace or 21st Century as requested

Managing Administrative Projects

- Tracking daily attendance and following up with families to uphold attendance policy
 - holding students accountable to singing in and following program space expectations following up with families if need be.
- Managing snack inventory and tracking and reporting food counts for USDA meal program
- Manage bus coordination including sharing route information and communicating with transit partner to add/adjust stops
- Logistical planning for field trips and other special events

Administration and Special Projects

- Participate in all staff and ongoing staff meetings
- Participate in special projects and committees as requested and approved by supervisor
- Support development and fundraising activities, which includes but is not limited to providing student stories, connecting students/families with development team, participating in site visits, supporting and inviting people to fundraising activities

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position

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Experience and Qualifications

Successful candidates must be committed to the mission of Peace Community Center and have a passion for and commitment to the Hilltop community and the education of Hilltop children and youth.

Strong belief that all children and youth can learn and be successful contributors and leaders of their community and society. Candidates must demonstrate a commitment to diversity, inclusion, and cultural competence. Strong candidates will be detail-oriented, approachable, and determined to learn organizational structures within the not for profit sector as well as K-12 and College & Career.

Preferred experience:

- Minimum: HS Degree with experience in education, social work, human services, or family engagement
- Demonstrated commitment to racial equity:
 - Experience working in racially and ethnically diverse environments
 - Demonstrated commitment to understanding and dismantling racial inequities
 - Desire to further understand institutional racism through data
- Strong personal initiative and independence
- Ability to adapt to new and rapidly changing situations
- Ability to work collaboratively on a team
- Strong social emotional skills
- Excellent written communication
- Strong critical thinking and problem-solving that sustain and facilitate sound decisions
- The ability to demonstrate a friendly, courteous and professional manner while working with students and families, volunteers, external partners, school and Peace staff
- Skilled knowledge of Google Apps and/or Microsoft Office Suit

Compensation

Compensation: Part – time (20 hours/week) position with pay of \$16.00/hour.

Benefits: This position is eligible for partial benefits, which includes \$250 toward professional development

Application and Timeline

Application Deadline: Open until filled

To apply, please submit a **cover letter and resume** via email to jobs@peacecommunitycenter.org. Email subject line should read: "Program Assistant: Middle School." Your cover letter should: expand on the resume and the experience and qualifications section of the job description as well as views on team building and leadership.

Incomplete applications will not be considered. **No phone calls please.** Finalists for this position must satisfactorily complete a pre-employment background check.

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Peace Community Center is committed to becoming an anti-racist, multicultural organization. We do not discriminate on the basis of race, religion, sex, gender identity or expression, sexual orientation, age, immigration status, national origin, disability, veteran status, or any other characteristic protected by law