



Elementary Program Assistant

Compensation: \$16/hour

Location: Tacoma, WA

Position Type: Non-exempt, Part-time (20 hours/week)

Reports To: Program Manager (Education Division)

About Peace Community Center

Peace Community Center is rooted in faith and the Hilltop neighborhood and believes that education is an integral part of a strong community. Peace Community Center's mission is to create transformational educational experiences for Hilltop youth and families of promise empowering future success in college, career, and community leadership.

About the Position

The Program Assistant is a part-time, 20 hours per week staff position whose primary role is to support implementation of the after-school program in alignment with program strategy and end outcomes, helping ensure that students fully participate in the 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.

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. Candidates must demonstrate strong belief that all children and youth can learn and be successful contributors and leaders of their community. Candidates must demonstrate a commitment to diversity, equity, and inclusion. 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.

Required Qualifications

- HS Diploma with experience in education, social work, human services, family engagement, or other related fields.
- Undergraduate and graduate students with an interest in education or social service are highly encouraged to apply.
- Priority will be given to those who are connected to the Hilltop Scholars program or Peace Community Center in previous capacities.
- Must commit to being present during regular after-school programming.

Preferred Experience and Qualifications

- STEM, Reading, Arts, Social Justice Background
- A willingness to learn and work as part of a team.
- A high degree of professionalism and the ability to follow instructions.
- Strong time management and reliable transportation.
- 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 collective discussions, readings, and trainings
- Ability to adapt to new and rapidly changing situations
- Strong social and emotional skills
- 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 Microsoft Office Suite

Primary Responsibilities

Support Day-to-Day Program Implementation

- Be a positive role model to program participants.
- Build meaningful relationships with students, families, and teachers.
- Provide group or one-on-one academic tutoring sessions in all elementary or middle school subjects.
- Assist with the facilitation of STEAM enrichment activities.
- Maintain a daily contact log including but not limited to: case notes from 1:1 meetings with students, daily program attendance, family engagement attempts, etc.
- Be on-site Monday-Thursday in the afternoons from 2:30 - 6:00 p.m.
- Problem-solving day-of student and staff issues that arise in line with program procedures and report back to the Program Manager with issues and needed follow-up.
- Support the implementation of PQA standards, evaluation, and interventions.
- Actively participating in training and professional development as assigned.
- Support family engagement events and activities.
- Support with survey dissemination and facilitation.
- Support the design, planning, and implementation of Spring and Summer Learning Academy.

Administration and Special Projects

- Tracking daily attendance and following up with families to uphold attendance policy
- Managing snack inventory, 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.
- 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

To be a successful Program Assistant, candidates will demonstrate

Leadership & Service

- Model the attitude and mindset of a Peace Scholar through your work ethic, optimistic attitude, and through your willingness to overcome obstacles.
- Have a strong commitment to learning and understanding concepts related to equity, systemic oppression, and anti-racism.
- Proactively leverage the resources around you, including asking for support from your direct supervisor and other Peace staff.



- Build strong relationships with Peace and school staff members, students, families, volunteers, and community partners.
- Be accountable for your actions and responsibilities, be willing to give and receive constructive feedback.
- Display a high level of integrity and commitment to your work.

Essential Duties

- Make every effort to engage with students and staff.
- Supporting activities both inside and outside of the classroom.
- Actively participate in field trips and be willing to lead enrichment activities as needed.
- Support meal time food distribution, monitoring, and clean-up.
- Willing to step up as a leader when needed, being proactive in your approach to the responsibilities of this position.
- Attend all training, meetings, and scheduled work days.
- Arrive on time daily and leave when duties are completed, no earlier than the scheduled time, unless otherwise specified by your supervisor.
- Pre-arranged days off are permissible, but must be communicated to and approved by your supervisor well in advance.
- Abide by all Peace and school building policies.

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.

Application Process and Timeline

Applications will be reviewed and processed on a rolling and as-needed basis.

The Program Assistant application can be found at linktr.ee/peacecommunitycenter.