



Family Connections
A Parent Child Education Center
Building a Path to Achievement

Family Connections
Young Scholars Program Assistant
Position Description

Family Connections seeks a Program assistant whose primary job function will be to coordinate all duties related to the Young Scholars Program. The Program assistant reports to and works closely with the Program Manager to implement the goals and strategies of the Young Scholars Program.

Young Scholars Program Mission

The mission of the Young Scholars Program is to support and partner with Family Connections' low-income families and to help their children realize their dreams of completing college and becoming successful citizens who positively impact their community.

Skills Set

The Young Scholars Program assistant must possess a Bachelor's Degree in a related discipline (e.g.; Education, Social Work, Human Development, etc.) and have a minimum of 2-3 years of meaningful work experience in a school system or direct youth serving organization. The YS Program assistant must be Bilingual in Spanish and have experience working with low-income, immigrant youth and families.

Primary Responsibilities:

Curriculum Development & Instruction

- Draft and proofread curriculum and program materials (e.g., Young Scholars Program curriculum and Parent handbook)
- Implement and teach the Young Scholars curriculum for elementary school students (K-3rd grade) during the 2017-2018 academic school year

Family Support Management

- Cultivate strong relationships with children and families while in preschool and beyond
- Manage a caseload of 30 K – 3rd grade students to assure the student's educational and emotional needs are met
- Utilize and revise case management tools designed to follow students and families through kindergarten, elementary school, and advanced grades.

Program Coordination/Data Management

- Implement student and family education activities, including the coordination of student weekend workshops, field trips, and picnics
- Manage the YS client database to ensure the maintenance, confidentiality, accuracy and timely entry of client data
- Initiate database projects including data cleanups, client tracking, imports and exports
- Build strong relationships with volunteers to support key programmatic elements
- Maintain and organize supplies for department materials and student sessions

Minimum Qualifications:

- Bachelor's degree in a related discipline
- 2 - 3 years of experience working in an after school program or school setting
- Excellent communication skills, both written and oral
- Excellent computer skills with high degree of proficiency in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint) and experience working with donor database software
- Ability to maintain a high degree of accuracy and confidentiality with client-related data
- Ability to relate in a highly professional manner to donors, prospects, staff, volunteers and vendors
- Creativity, flexibility, great sense of humor, and an enthusiastic approach to work
- Committed to and enthusiastic about the Young Scholars Program mission and values

Preferred Qualifications:

- Prior experience in developing curriculum for elementary school grades
- Entrepreneurial and resourceful, able to recognize and act on new and potential opportunities
- Ability to motivate individuals and groups to support the Young Scholars Program mission
- Experience in planning and executing successful events is a plus
- Team player who is comfortable working with a wide variety of constituents
- Able to work on some weekends and evenings
- Able to take on other responsibilities as needed

Physical Requirements:

- Ability to work at a computer station for several consecutive hours, using repetitive finger movements
- Able to lift up to 25 pounds
- Valid Driver's License and transportation

Compensation:

This is part-time 20-hours/week position and compensation is based on experience.

To Apply: Submit resume and cover letter to: myupanqui@familyconnections.org. Applications accepted until position is filled. No drop-in visits.

About Family Connections:

Family Connections knows that a healthy, positive family dynamic is key to a child's success. That is why Family Connections is a family learning community focused on discovery and growth for children and their parents/caregivers. What began in 1993 as a grassroots effort modeled on co-op preschools has evolved into a uniquely comprehensive, bi-lingual, parent-child education center in which parents and children attend programs together, learn together, and grow together – from cradle to college.

The Parent Participation Preschool provides enriching early learning experiences for birth-to-five year olds, resulting in children who arrive at kindergarten academically and socially ready to learn. At the same time, their Parent Leadership Curriculum and in depth family case management helps parents confidently and successfully embrace their role as their child's first teacher, most influential role model, and best advocate. After preschool, the Young Scholars program sustains positive family dynamics from kindergarten through high school so that Family Connections' graduates and their families have the tools to become the drivers of their own success and leaders in their extended communities.