

COALITION FOR HISPANIC FAMILY SERVICES

Job Posting

Job Title: On-Site Program Assistant
Department: Arts & Literacy
Reports To: Site Director/Compliance Coordinator
Date Available: Immediately
Date Posting: September 24, 2020
Deadline to Apply: Until Position Filled

To apply: Submit a resume and cover letter with qualifications to, Mabel Quinones, Compliance Coordinator, at mquinonez@hispanicfamilyservicesny.org.

Summary of Position: The Arts and Literacy Program Assistant is responsible for providing administrative support to the Deputy Director of Youth Development, Arts and Literacy Borough Director and Program Directors. This will include clerical as well pedagogical interventions. The Program Assistant will attend weekly individual and group supervision, complete clerical tasks, and attend conferences/trainings as needed.

Summary of Program: The Arts and Literacy On-Site Program is a comprehensive afterschool program addressing Bushwick and Queens youth's needs in the areas of education, creative arts, youth leadership, and health. Program activities build leadership and literacy in the widest sense of the word through creative writing, the visual arts, drama, photography, video, music, yoga, creative movement, and apprenticeships for high school students. The program engages the children's entire family through monthly family literacy workshops, parent organizing, and comprehensive services available through the agency's other programs.

Summary of the Agency: The Coalition for Hispanic Family Services is a multi-service agency serving children and families of North Brooklyn and Queens. These include foster care, adoption, youth development, primary health care, mental health, HIV/AIDS case management, community health education and outreach, in-service internships and after school education.

COVID-19

Please note that due to New York City's ongoing response to the COVID-19 pandemic, all position details are subject to change as new guidance emerges from the Department of Youth and Community Development, Department of Education, Department of Health, and other governing entities.

Currently we are expecting that all services for the 2020-21 school year will be delivered in-person, though programming may be offered remotely in the event of school closures. Our organization prioritizes the health and safety of staff and the families we serve, and all clients and staff are expected to adhere to a comprehensive list of precautions and safety measures, including wearing facemasks/PPE, socially distant activities (taking place outdoors whenever possible), stable and small class groups, strategic use/cleaning of supplies and

equipment, and regular health screening. Staff will be fully trained on health and safety protocols prior to beginning the position.

The duties of the Arts and Literacy Program Assistant are as follows:

- Data entry
- Scanning/copying
- Respond to telephone inquiries and families
- Type memos, correspondence, create fliers
- Attendance entry
- Enter participants into DYCD Connect
- Supervise student groups if teaching staff is absent
 - Act as substitute teacher as needed.
- Generate attendance sheets
- Organize documents
- Take notes and record minutes of meetings
- Maintain database
- Maintain current client records and files
- Process participant applications
- Travel to and from different sites to pick up and deliver documents
- Assist in the set-up and distribution of client events
- Assist the on-site Program Director
- Assist the Compliance Coordinator with any other tasks
- Other assigned duties

Schedule: Monday-Friday 2:00-5:00 (schedule may vary depending on needs of individual sites)

Location: Most duties will be performed on-site at one of our program's host schools. Occasionally, work will take place at our central office in Bushwick. Remote work may be required in the event of school closures.

Qualifications: Must be a high school graduate, have college credits or expected to enroll by the end of probationary period. Associate Degree in related field preferred. Candidate must possess exceptional organizational skills, ability to work independently and have familiarity with office systems, knowledge of word and excel data base. Must be energetic and willing to work in a fast paced environment.