

**Coalition for Hispanic Family Services**  
**Community Center Programs**  
**Job Description**

**Position Title:** On-site Program Assistant  
**Program:** Cornerstone Community Centers  
**Reports to:** Site Director/Compliance Coordinator  
**Date Available:** Immediately

**To apply:** Submit a resume and cover letter with qualifications to [communityprogramsjobs@hispanicfamilyservicesny.org](mailto:communityprogramsjobs@hispanicfamilyservicesny.org).

**AGENCY SUMMARY**

The Coalition for Hispanic Family Services is a non-profit community-based organization serving children and families of North Brooklyn and Queens. Services include foster care, adoption, youth development, family support, mental health, internships, community building and after school education.

**PROGRAM SUMMARY**

CHFS's Cornerstone and Beacon centers are educational, recreational, and social community center programs located in the Williamsburg and Bushwick neighborhoods of Brooklyn. The centers offer free and fun after school, summer camp, evening and weekend programs that prioritize family and community, and focus on building values, skills, and relationships through a strengths-based approach.

**POSITION SUMMARY**

*35-Hour Work Week Monday-Friday 10am-6pm. Occasionally must be available evenings and weekends.* The Program Assistant is responsible for providing administrative support to the site's Program Director and Compliance Coordinator. This will include clerical work as well as classroom instruction when teachers are absent. The Program Assistant will attend weekly individual and group supervision, complete clerical tasks, and attend conferences/trainings as needed.

**ROLE AND RESPONSIBILITIES**

- Create a welcoming and friendly environment by greeting participants, families, and visitors, answering questions, and providing information.
- Data entry
- Maintain accurate and orderly sign-in sheets for all visitors and participants.
- Ensure all applications and documentation are complete and submitted prior to participation.
- Scanning/copying
- Answer phones, redirect calls, record messages, and ensure appropriate follow up to inquiries.
- 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

**QUALIFICATIONS**

Bilingual Spanish/English required. Must have a High School Diploma, minimum of one year of similar experience, and an ability to obtain all required clearances and background checks. Associate or higher degree preferred. Must be able to participate in required trainings and mandated professional development workshops.

**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.

All staff are required to be fully vaccinated against COVID-19 by order of the NYC Health Commissioner.

**SALARY**

*Commensurate with experience.*

Benefits: Medical, Dental and Vision (partial employer-sponsorship), Vacation, Holidays, Sick Days, Flex Spending Account