

### Program Assistant (Santa Ana, CA)

Work Hours:Monday through Thursday2:45pm - 5:30pm<br/>Wednesday, 1:30-5:30 pmLocation:Downtown Santa AnaClassification:20 hrs/weekReports to:Program DirectorCompensation:\$20/hr

La Semilla Learning Center is a small but growing nonprofit organization in the heart of Downtown Santa Ana that works to foster academic growth in 1st through 4th graders and strengthens parents in their roles at home and in the community. Key programs include one-on-one and small-group tutoring provided by volunteers that come from a wide range of industries and who typically possess expertise and high-level educational background and/or extensive work experience. La Semilla's academic program, provided in a faith-based environment, is well-known and well-regarded by local elementary schools. lasemillalc.org

#### **Position Description:**

Under the supervision of the Director, the Program Assistant supports the daily educational and operational needs of the after-school program. In the absence of the Program Director, the Program Assistant will oversee the operation of the Center on a temporary basis. This position includes the opportunity for promotion, based on education and performance of the assigned duties which include:

- Checking -in/out students through assigned entrance door.
- Verifying parent/family identification and registration when necessary
- Assisting the Director in planning/supervising Wednesday enrichment classes
- Assisting students with homework and additional projects and assignments
- Organizing parents for classroom tasks (organize library, craft materials, daily clean-up, etc.)
- Orienting new tutors
- Assisting with planning and coordinating special events for students, parents, donors, and community partners
- Completing clerical tasks; taking role, verifying student/parent/tutor information

### **Qualifications:**

Clear Christian faith Enjoys working with both adults and children as part of a team Strong in verbal communication skills Fluent in Spanish and English Tutoring experience

# Desirable knowledge and/or skills:

Administrative functions, including office software and office functions (answering phones, emails, scheduling, purchasing materials)
Use of computer, ipad/chromebook,
Supervising and communicating with adults, volunteers, board members
Experience in working with a team to reach shared goals,
Customer service, community service/volunteerism, and/or church-related ministry.

# **Distinguishing Characteristics:**

Well organized Works well with students, parents, tutors and other church partners Kind, Helpful, and Patient

Please send your resume and cover letter by email to: jansneathen@gmail.com

Visit our website www.lasemillalc.org