

Program Assistant (Part-time 25 hours per week 1pm-6pm Monday-Friday)

About the U. S. Dream Academy

Founded in 1998, U.S. Dream Academy's vision is to break the cycle of intergenerational incarceration that affects society's most vulnerable children and youth through an approach that emphasizes skill building, character building and dream building. The organization targets second grade through high school students and seeks to intervene at critical points in their education before it is too late to provide the necessary support. U.S. Dream Academy has served over 9,000 students to date in neighborhoods that are high risk to include high crime rates, high levels of poverty, and little access to high quality academic support. The organization currently operates in seven (7) cities including: Washington, D.C.; Baltimore, MD; Philadelphia, PA; Houston, TX; Orlando, FL; Indianapolis, IN, and Salt Lake City, UT. Due to the widespread demand for its program, U.S. Dream Academy is committed to expanding its reach to serve many more students than it currently serves and recognizes that it will need to build infrastructure and capacity in order to support this future growth. For more information, please visit:www.usdreamacademy.com.

Basic Function

Under the direction of the Center Director, the Program Assistant is responsible for assisting with the academic enrichment program, social values building program, as well as various administrative tasks. To perform this job successfully, the Program Assistant must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competencies, knowledge, skills, abilities, and education required.

Knowledge, Skills, and Abilities

- Must have a pleasant attitude;
- Ability to communicate effectively with both children and adults;
- Understand issues surrounding incarceration and the impact on families;
- Excellent organizational skills;
- Ability to manage multiple tasks/projects to meet simultaneous deadlines; and
- Demonstrated proficiency in MS Office applications, database, and spreadsheet software, internet and social media applications.

Principle Duties and Responsibilities

- 1) Assist Education Specialist with the preparation of resources and materials for daily lesson plans, activities, and other coordinated projects:
 - Prepare and distribute snacks as instructed;
 - Complete weekly documentation of food services/snacks;
 - Assist with transitioning students through activities;
 - Assist with student's homework, multimedia courseware, and other activities;
 - Regularly update attendance in Salesforce;
 - Assist with managing student behavior;
 - Ensure student work areas and common areas are clean and free of clutter; and
 - Ensure that instructional supplies are in stock (paper, pencils, art supplies, etc.).

- 2) Assist Education Specialist in delivering the daily curriculum which encompasses the Dream Academy's three core elements of student enrichment; skill-building, character-building, and dream-building.
- 3) Assist Education Specialist with implementing pre- and post-academic assessments.
- 4) Assist with generating academic assessment reports using Achieve 3000.
- 5) Maintain accurate filing system (student registration, mentor applications, etc.)
- 6) Monitor daily attendance records, mentor session attendance, daily sign-in sheets, and other student files as required by Center Director.
- 7) Monitor the efficient functioning of computer software applications and hardware, promptly report problems, and assist with alternate plans to work around technology issues.
- 8) Assist Center Director with student recruitment initiatives (e.g., DALC special events, community, and school events).
- 9) Attend annual National Staff Training conferences.
- 10) Support Center Director with collection of report cards, school day attendance, standardized test scores, and parental consent forms as needed.

Job Requirements

- Must be passionate about youth development; and support and work with youth in high risk communities and their families.
- Must have personal transportation with non-suspended driver's license.
- Must have experience working with pre-teens and/ or teens.
- Flexible and able to work the hours necessary to complete all assignments according to agreed upon timelines; and can demonstrate leadership ability when an assignment or deliverable needs to be renegotiated.
- Organized, efficient, and able to successfully function in a fast paced and demanding work environment supporting multiple key staff.
- Exceptional ability to write clearly, effectively, and informatively; demonstrating accuracy and thoroughness.
- Understand issues surrounding incarceration and the impact on families.
- Working knowledge of "best practices" in the field of Standards of Mentoring, mentoring programs, volunteer management, and youth development.
- Able to effectively manage competing demands, multiple tasks/projects, and meet deadlines on time and within budget.
- Ability to skillfully create and present PowerPoint presentations using MS Office applications, database, and spreadsheet software.
- Proficient in internet navigation and social networking technology.
- Proficient in data collection, data entry, and documentation.
- Possess critical thinking skills to analyze and proactively question and offer recommendations.
- Demonstrate professionalism, political savvy, and skills to ensure that all tasks and deliverables are completed in an efficient, timely, and high-quality manner.

Education and Experience

- High School diploma or equivalent;
- 2 – 3 years' experience working with children in an academic setting;
- Previous experience working with children who live in at-risk communities; and
- Previous clerical experience.

Dream Academy Compensation and Employee Benefits

The client's compensation and employee benefits are competitive and include medical, dental, vision, description; vacation, holidays, sick leave, life insurance 403B and more.

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Our client is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. We conduct reference checks, background investigations, fingerprinting and/or skills testing; and maintains an alcohol and drug-free workplace. Thank you for considering career opportunities with us.