

- Launch After-School Program Assistant Job Description

Position Title: Launch Program Assistant

FLSA Status: Part-Time (15 hours), Non-Exempt

Core Program Competencies: Education

Starting Salary: \$14/hour

Benefits: Once eligible, 3% match for Individual Retirement Account

Supervisor's Title: High School Programs Coordinator

Location: Buffalo, NY

Organization Mission: Our mission is to strengthen communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

Websites: www.wedibuffalo.org, www.westsidebazaar.com

Program Overview:

Education: English language learners acquire comprehension and fluency to attain parity with native English-speaking peers, which in turn promotes high graduation rates, family health, and a strong community. The ENERGY Literacy for Children and FLY after-school programs serve 64 English-language learners from Buffalo's West Side who are in grades 1-6 and 7-8, respectively. ENERGY focuses on improving the students' abilities to read, write, and speak English. With an average ratio of one volunteer mentor per student, the program provides specialized reading and homework support. In the 2015-2016 school year, 71% of students improved by over one year of grade-level reading during the 7-month program, as evidenced by reading assessments. FLY implements a Project-Based Learning model that has helped to increase grade-point averages for over 80% of its students. Attendance in both programs averages over 95%, and the total demand is very high. In fall 2018, Launch began its pilot year and served up to 20 ninth grade students. By 2021, the program will serve up to 60 students in 9-12th grades.

Primary Purpose and Function

- Assist with and lead WEDI's STEM-based Launch program for high school students

Essential Functions and Responsibilities

- Plan the Launch after-school program that occurs every Monday, Tuesday, Wednesday, and Thursday from 4:05 PM to 6:00 PM with up to 20 students in grade 9 throughout the school year
- Coordinate educational programming that improves students' English language ability and offers homework help.
- Develop and implement related curriculum
- Recruit students to yield no less than 15 total students each year for the program
- Establish outcomes and goals for students, assess their progress through defined metrics, and maintain a record of these metrics
- Collaborate with other WEDI staff on programming, marketing, and grant-reporting
- Recruit, train, and coordinate over 20 volunteers to assist with tutoring
- Other duties as assigned by the High School Program Coordinator

Possible Functions and Responsibilities

- Assist students in applying for summer programs, jobs, internships, etc.
- Assist in the Elementary/Middle School summer program
- Contact the students' parents to ensure that they understand the program and can help the students toward their academic goals outside of the program
- Supervise interns and project-based volunteers

Required Qualifications

- A minimum of a Bachelor's degree in Education, Psychology, Management, Administration, or related field
- Ability to learn quickly and develop a passion for serving people in an urban community
- Ability to speak in front of large groups of people, especially children, while maintaining an orderly and respectful environment
- Ability to demonstrate strong customer service skills, especially with low-income individuals, refugees, and immigrants, including the capacity to work through interpreters and ability to recruit throughout the communities that WEDI serves
- Competent and efficient in email and internet applications, including a database system for program and data tracking
- Demonstrated problem-solving and people skills
- High accuracy in work, strong attention to detail
- Proven oral and written skills

Preferred Qualifications

- Master's degree in Education, a Teacher's Certificate, or equivalent in a related field
- 2 - 5 years' experience coordinating an after-school program for English-language learners
- Experience working with refugees, immigrants, and low-income individuals in an urban setting
- A passion for educating children, improving the educational system, and serving the community

Physical Demands

- Sitting and standing for extended periods of time, up to 2 hours at a time
- Frequent alpha/numeric keyboarding
- Regular oral communication in person and over the phone, especially with individuals with little English-language ability
- Ability to view a computer monitor
- Ability to sit on the floor for home visits where furniture is absent

Organizational Policy/Procedure Compliance

- Follow all regulatory policies and procedures and local, state, and federal laws
- Maintain confidentiality of corporate records and information at all times
- Keep a professional but friendly image

Application

WEDI values diversity and inclusion throughout its city and in its organization. People of color, women, LGBTQIA+ individuals, people with disabilities, and formerly incarcerated individuals are encouraged to apply.

Hourly pay will be commensurate with education and experience. WEDI will include health insurance with a full-time position.

Applications are currently being accepted and will continue until the position is filled. Email inquiries and applications only. Please submit a cover letter and resume to jobs@wedibuffalo.org.