



**EPHC**  
**El Programa Hispano Católico**  
Cultura · Comunidad · Oportunidad

**El Programa Hispano Católico: SUN Community Schools**  
**SUN Program Assistant, Highland Elementary**  
Temporary/Part-time Position: 32 hours/week, non-exempt.  
September 2016-June 2017  
Reports to: SUN Community School Site Manager

#### **POSITION SUMMARY:**

This part-time position supports the operation of the *Highland SUN Community School* by assisting with Extended Day programming (teaching or helping with after-school classes and activities for students), providing linkages to community social services, coordinating the on-site Harvest Share, assisting with community events and providing general support to the SUN Community School.

#### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Develop and maintain relationships within the agency, with staff, parents, community partners and social service providers as well as be a mentor to students participating in the Extended Day.
- Support Extended School Day programming, including assisting with or teaching academic enrichment classes for elementary students, and providing supervision during Extended Day meal time.
- Attend school and SUN events such as Back to School Night, SUN Showcase evenings, and Parent-Teacher Conferences to provide outreach to families and promote services available through El Programa Hispano Catolico and the SUN Service System.
- Serve as lead coordinator of the Highland Harvest Share, including ordering product from Oregon Food Bank, tracking distribution data, submitting reports to Oregon Food Bank, promoting the Harvest Share in the school community, and coordinating delivery and distribution details.
- Adhere to agency procedures for intake and participant tracking protocol, and enter participant information and attendance in County-wide data entry system; assist with data entry for student programming (as time allows) during SUN Extended Day program enrollment season.
- Provide general program assistance to El Programa Hispano Catolico SUN Site Manager.
- Coordinate with school staff and administrations, SUN Site Managers, and SUN Community Schools Program Manager to support the objectives and outcomes of Highland Elementary, the Gresham Barlow School District, and the overall mission of El Programa Hispano Catolico and the SUN Service System.
- Other duties, as assigned by the SUN Site Manager or SUN Community Schools Program Manager.

#### **QUALIFICATIONS:**

- High School Diploma required. Associate's or Bachelor's degree strongly preferred.
- Bilingual in English/Spanish required.
- Experience working in a multicultural, diverse environment.
- Knowledge and competency to operate a personal computer.
- Excellent and professional verbal and written communication skills.
- Excellent time management and organizational skills.
- Experience working with school-age youth and families and/or a public school setting.
- Familiarity with local social service organizations and resources and experience working with impoverished communities.
- Commitment to EPHC/Catholic Charities mission to work in partnership with vulnerable populations to achieve lasting solutions to poverty and injustice.
- Must have driver's license, access to vehicle and ability to obtain automobile insurance at levels required by agency (100/300/100).
- Successful completion of civil, criminal and motor vehicle background checks.

**COMPENSATION:** Compensation is commensurate with skills and experience. Competitive benefits package,

including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

**TO APPLY:** Complete application and submit resume and cover letter at <https://ElPrograma.applicantpro.com>

Open until filled, priority will be given to applications submitted by August 10, 2016.

**EQUAL OPPORTUNITY EMPLOYER**