



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

**El Programa Hispano Católico: SUN Community Schools**  
**SUN Program Assistant, Ron Russell Middle School**  
Part-time Position: 20 hours/week, non-exempt.  
Reports to: SUN Community School Site Manager

**POSITION SUMMARY:**

This part-time position supports the operation of Ron Russell SUN Community Schools by assisting with Extended Day programming (teaching or helping with after-school classes and activities for students), providing linkages to community social services and skill-building activities for families, coordinating adult classes, and providing general support to the DDSD SUN Program Manager.

**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.
- Organize and manage evening adult classes and family workshops at both sites, according to County or grant requirements and in support of El Programa Hispano Católico's strategic plan. 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 Católico and the SUN Service System.
- Serve as lead coordinator of the SUN Adult classes at Ron Russell, including co leading with SUN Program Manager on the Family Leadership Team.
- Support Extended School Day programming, including assisting with or teaching academic enrichment classes for elementary students, and providing supervision during Extended Day meal time.
- 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.
- Support Summer SUN program, including leading and supervising activities for incoming middle school students, attending field trips, and staffing Summer Meals programs.
- Provide general program assistance to El Programa Hispano Católico 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 Ron Russell, the David Douglas School District, and the overall mission of El Programa Hispano Católico and the SUN Service System.
- Attend required agency and County meetings, represent agency at outreach events, participate in agency-wide events, attend agency and County trainings, and coordinate quarterly surveying of parents at both school sites.
- Other duties, as assigned by the SUN Site Manager or SUN Community Schools Program Manager.

**QUALIFICATIONS:**

- High School Diploma required. Associates or Bachelor's degree strongly preferred.
- Must be bilingual (Spanish/English) and bi-culturally competent.
- Excellent communication skills, both verbally and in writing in Spanish and English.
- Experience and knowledge working with a broad range of issues affecting Latinos/Communities of Color in the community.
- Experience with community networking and organizing.
- 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.
- Demonstrate judgment and discretion in dealing with confidential matters.

- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. High attention to detail required.
- Willingness to learn new skills and take on new responsibilities.
- Strong analytical and strategic problem-solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast paced work environment.
- Ability to work a flexible schedule, which includes some evenings and weekends.
- Commitment to EPHC 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 July 28, 2017

**EQUAL OPPORTUNITY EMPLOYER**