



Emily Krzyzewski Center

Programming Assistant Job Description

K to College Model Programming: The K to College Model at the Emily K Center ensures that high potential elementary, middle, and high school students from low-income families fulfill their promise and experience academic success at a level that facilitates entry to college. The comprehensive out-of-school programs consist of academic, character, and leadership components that are systematically delivered through individualized and group programming over the course of each student's multi-year participation in the program.

K to College Model Student Profile: Students who are admitted into the program meet the following four eligibility criteria:

- 1) Program Readiness: Evidence of citizenship and leadership
- 2) Academic Potential: Documented academic ability
- 3) Family Support: Evidence of strong family support
- 4) Low-Income status: Demonstrated financial need

Programming Assistant Primary Job Goal: The Emily Krzyzewski Center seeks a bilingual (English/Spanish) educator to serve as a Programming Assistant. Under the direct supervision of the Coordinator of Educational Programming, the Programming Assistant will serve as a translator to the families of Spanish speaking students at the Center and for general inquiries from the public, complete projects that support program implementation, and provide direct instructional or supervisory support to students during programming as needed.

Responsibilities include:

- Serve as the Center's primary translator, facilitating spoken communication between parents and community members and staff and translating written materials.
- Assisting Emily K Center staff in the implementation of programming, either by completing work that supports the programming model or working directly with students served in it.

Experience, Training and Qualifications:

- Strong background in formal educational settings required, college degree preferred
- High level of proficiency in written and spoken Spanish
- Evidence of commitment to serving low-income students effectively

Hours: 3:00 to 6:00 Monday through Friday, additional evening hours available

Pay: To be determined based on experience.

Please submit a cover letter and resume to Michele Brown mbrown@emilyk.org to apply or contact her at 919 680-0308 x1002 with questions.

Application deadline: Friday, 7/30/10