



## Position Description: Elementary and Middle School Program Assistant

**Organizational Summary:** Quality educational experiences are essential to preparing students for the future, yet systemic barriers create pronounced disparities in educational opportunities and outcomes. The Emily Krzyzewski Center, a nonprofit organization in Durham, North Carolina, implements four distinct programs designed to build on the academic, career, and leadership potential of students who are traditionally underrepresented in higher education. Collectively, our programs serve students from elementary school through college and equip them with the skills necessary to successfully complete higher education, connect to promising careers, and become agents of change within their communities. We amplify our efforts through partnerships with our local school district, community-based organizations, and universities.

**Program Description:** Pioneer Scholars is a free, enrollment-based academic enrichment program designed to build the skills and foster the intellectual curiosity of academically focused elementary and middle school students from backgrounds that are traditionally under-represented in higher education. Serving about 90 students through daily out of school programming, Pioneer Scholars is supported by the work of certified teachers, volunteers and community partners. In addition to academic skill building, we aim to help students develop as leaders, foster a college-going mindset, strengthen students' socioemotional skills, support students' career exploration, and provide meaningful opportunities for parent and family engagement.

### Job Title: Elementary and Middle School Program Assistant

#### Job Goal:

Reporting to the Director of Elementary and Middle School Programming, the Program Assistant provides administrative and program support to ensure the smooth functioning of the Pioneer Scholars program. Primary areas of responsibility include preparation for daily programming, entry of data into program databases, support planning and executing special events, preparation for daily programming, serving as a point of contact for parents/guardians of enrolled students, coordinating the services of community partners and volunteers, assisting with the development and implementation of special events, coordinating recruitment and enrollment of new students, developing and maintaining enrollment and attendance databases, and supporting other program-related initiatives as requested by the Director.

#### Qualifications:

1. Minimum of high school diploma required
2. Minimum of two years of experience working or volunteering within youth or education settings serving student populations from backgrounds that are traditionally under-represented in higher education strongly preferred
3. Strong written and oral communication skills
4. Proficiency in written and spoken Spanish language strongly preferred
5. Strong interpersonal skills
6. Experience managing data using Google suite and Microsoft Office
7. Experience using virtual platforms such as Zoom, Google Meet and Google Classroom
8. Strong organizational skills and attention to detail and accuracy
9. Requires occasional lifting and other physical actions required for set-up of tables, chairs, and other medium weight objects
10. Must be able to pass a criminal background check related to suitability for working with and around children and youth

#### Primary Responsibility Areas:

**Program Communications:** Assist with the development, printing, and distribution of program communications. Serve as a program contact for parents/guardians needing program information or needing to share information regarding student attendance or needs.

**Administrative Support:** Provide administrative support for the implementation of daily programming and special events and initiatives. Enter student data into program databases such as those related to recruitment, enrollment, attendance, family contact, and academic progress. Update and maintain program library. Assist with administrative tasks related to student recruitment, volunteer and community partner outreach and onboarding, and other administrative duties as requested.

**Program Support:** Assist with daily program preparation, set-up and clean up. Provide supervision of students during designated activity periods as needed. Provide temporary coverage of classes when needed for brief periods. Order and distribute educational materials, program supplies, and food inventory. Monitor students during transition periods such as arrival and dismissal. Provide on-site administrative support for community partner programming.

**Terms of Employment:** Part-time, year-round position. We are looking to hire one assistant who is available to work up to 25 hours per week, or two assistants available to work 10-12 hours per week. Hourly rate ranging from \$16-\$18 per hour. Core programming hours during the academic year are 1:30-6:30 p.m. Occasional weekend hours may be required. Summer hours include a three-week summer bridge program held during the day.

**Evaluation:** Performance of this job will be evaluated annually.

**To apply:** Submit one document that includes your resumé and cover letter outlining your qualifications and interests to the attention of Ms. Nephitearya Bailey Singleton at [jobs@emilyk.org](mailto:jobs@emilyk.org) with the position title in the subject line. Applications will be reviewed on a rolling basis with preference given to applications received by September 1, 2023. For more information visit [www.emilyk.org](http://www.emilyk.org).