

Program Associate - Full Time

North Chicago Community Partners

North Chicago, IL



Primary Job Responsibilities:

- Implement and coordinate NCCP in-school and after school programs, projects and events
- Tutor and/or mentor students
- Facilitate enrichment activities using effective instructional techniques
- Create and maintain safe, respectful and encouraging learning environments
- Ensure appropriate materials and supplies are available for all programs
- Actively participate in daily team debrief
- Thoughtfully complete observation report
- Assist in collecting, checking, recording and analyzing related data, as directed
- Greet, steward and purposefully deploy community volunteers
- Engage teachers and families, as directed
- Maintain cleanliness and organization of school-based learning environments and NCCP designated spaces
- Work with NCCP team to implement, coordinate and/or manage non-NCCP programs, projects and events
- Manage, implement and/or coordinate select NCCP programs, projects and/or events
- Provide administrative support for NCCP in-school and after school programs, projects and events

Expectations of All NCCP Employees:

- Work in collaboration with the broader school community to support and enhance student achievement, to provide engaging enrichment activities for students and families and to ensure school facilities are appropriate for student learning
- Develop and nurture appropriate relationships with students, district employees, parents and other in-school partners through regular formal and informal communication
- Maintain NCCP standards of professionalism
- Actively participate in all trainings and workshops
- Preferred Skills and Qualifications:
- Two-year or four-year college degree preferred
- Bilingual Spanish/English skills preferred
- Previous experience working with children in an academically-focused environment
- Demonstrated ability to work independently and in collaboration with diverse groups in a high-energy work environment
- Strong interpersonal skills
- Strong verbal and written communication skills
- Strong organizational and administrative skills
- Proficient in Microsoft Office
- Ability to support school transformations, as appropriate
- Reliable transportation and consistent attendance
- Maintain a valid Illinois driver's license

Job Type:

Full-time

Experience:

Teaching: 1 year (Preferred)

Language:

Spanish (Preferred)

Work authorization:

United States (Required)