

### **Program Associate**

Program Associates work in North Chicago schools, directly supporting students during the school day and leading classrooms in our After School and Saturday Enrichment Programs. We are looking for associates who have experience working with children and are passionate about providing holistic care to students via academic, social, and emotional support.

#### **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 debriefs
- Thoughtfully complete observation reports
- Assist in collecting, checking, recording and analyzing related data, as directed
- Greet, steward and purposefully deploy volunteers
- Engage teachers and families, as directed
- Maintain cleanliness and organization of school-based learning environments and NCCP designated spaces
- Develop and nurture appropriate relationships with student that align with program objectives
- 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 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 relationships with students, teachers, parents and other in-school partners
- 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, position is in-person

Employee Benefits:

- Ongoing training and professional development
- Health benefits with multiple plan options (BCBSIL HMO and PPO)
- Vision benefits
- Dental benefits
- 401K with company matching
- Life insurance

Salary: At least \$35,000/year. Salary determined by experience, education, professional skills and qualifications

To apply: Email your resume to Kelly Gallego at [careers@northchicagocommunitypartners.org](mailto:careers@northchicagocommunitypartners.org)

About Us:

North Chicago Community Partners (NCCP) was founded in 2008 to help address the negative effects of inequitable school funding in North Chicago and raise awareness of the need for educational opportunities for all children. For more than ten years, NCCP has leveraged the resources of corporate partners and volunteers to provide a menu of programs and services that complement classroom instruction, enhance student learning, and support whole child and family development. NCCP's unique community school model operates in all of the traditional public schools in North Chicago Community Unit School District 187 (D187). NCCP is supported by 2,500 volunteers, 50 community partners, and a diverse and dedicated team of over 30 employees. All of NCCP's employees, partners, and volunteers have made a conscious decision to work alongside principals and teachers and to fight for equitable educational opportunities. In a typical year, they...

- Implement lunchtime, afterschool, and summer learning programs for more than 1,400 students
- Organize field trips to cultural organizations, colleges, and corporations for hundreds of students
- Operate a school-based food pantry and weekend food program that serves more than 350 families
- Facilitate health clinics and sports physicals for hundreds of students
- Ensure all students are equipped for learning and have access to high-quality eye care
- Lead or facilitate 70+ family engagement opportunities
- Provide hospitality and care for 400+ teachers
- Maintain and improve learning environments

**Equal Employment Opportunity:** North Chicago Community Partners is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.