

## Work Study Job Description

<b>Job Title</b>	Program Specialist for After School Program
<b>Organization Name</b>	Chinese Information & Service Center
<b>Job Location</b>	International District
<b>Address</b>	611 S Lane St Seattle WA 98104
<b>Pay Rate</b>	\$13 - \$13
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Jennifer Jan
<b>Phone Number</b>	2066245633
<b>Email Address</b>	jenniferj@cisc-seattle.org
<b>Website</b>	<a href="http://cisc-seattle.org">http://cisc-seattle.org</a>

### Nature of Organization

CISC helps Chinese and other Asian immigrants throughout King County achieve success in their new community by providing information, referral, advocacy, social, and support services.

### Duties and Responsibilities

To provide after school program coordination support and supervise activities for children 7-11 years old. Plan and implement daily program activities. Monitor academic progress. Communicate with teachers and parents regularly. Attend parent-teacher conferences with parents. Outreach. Plan and implement family and cultural events. Coordinate volunteers to assist at the program. Collaborate with other staff. Attend and represent CISC at community meetings. Write press releases. Assist Youth Program Coordinator in tracking program outcomes and adhering to contract requirements. Conduct program evaluations and prepare reports in a timely manner. Attend trainings as well as agency and program related meetings

### Minimum Qualifications

15 hours of college course work in Family and Children Studies, Education, Social Work, or related field preferred. Experience in youth group management and tutoring. Work collaboratively with other agencies. Enjoy working with youth and have good communication and people skills. Interested in working with bilingual immigrant youth and families. Good organizational skills and follow-through. Work independently and function well as a team player. Creative and resourceful in problem solving.

### Educational Benefits

<b>How to Apply</b>
Please send your cover letter and resume to Jennifer Jan <a href="mailto:jenniferj@cisc-seattle.org">jenniferj@cisc-seattle.org</a>

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Job Number: 75CISC01 | Category: Social Services & Research | Program: Federal | Reimbursement Rate: 75%