OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Program Specialist for After School Program
Organization Name	Chinese Information & Service Center
Address	611 S Lane St Seattle, WA 98104
Pay Rate	$13 - $13
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Jennifer Jan
Phone Number	2066245633
Email Address	jenniferj@cisc-seattle.org
Website	http://cisc-seattle.org
EIN	23-7438529

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

How to Apply
Please send your cover letter and resume to Jennifer Jan jenniferj@cisc-seattle.org

Job Number: 75CISC01 | Federal 75% | Open