

Job title	<i>Program Assistant</i>
Reports to	<i>Program Manager</i>

Job purpose

ACH Clear Pathways Program Assistant will implement and oversee the operation of the out of school time program & Creative Camp.

Duties and responsibilities

- Implement, evaluate, and document programs' effectiveness and monitor program progress.
- Ensure all program records (attendance, transportation, etc.) and outcomes are being documented and put into spreadsheet or database.
- Develop artistic lesson plans, outcomes of lesson plans & enrichment activities with small and large groups.
- Attend regular staff meetings and professional development trainings.
- Assists in set up and clean up daily.
- Assist in the evaluation of youth by conducting surveys.
- Follow terms of partnerships with community agencies, and grant policies and regulations.
- Maintain and supervise high school students who participate in the City Learn to Earn Works Program
- Assist with yearly events Thanksgiving Dinner; Expressions' Celebration etc....
- Help maintain records needed for program administration.
- Identify prospects for youth entrepreneurship programming.
- Participate in program meetings and other staff meetings as needed.
- Work closely with ACH staff and assist with event planning.
- Perform other duties as assigned.
- Support Teaching Artists while interacting with participants during artistic programs.
- Check organization email for correspondence
- Work as a team with daily assignments & program outcomes for youth program
- Help students with homework and or projects.

Communications & Marketing

- Support marketing efforts by creating and collecting both written and visual content for promotional verbiage, and impact stories as well as capturing images for use in e-communications and social media, brochures, fliers, mailings, etc.
- Attend staff meetings, seek out professional development opportunities, and assume all other related duties as assigned by the Executive Director.

Qualifications

- At least two years of experience working with children.
- Additional experience in other art forms a plus. Extensive knowledge of ACH Clear Pathways is a benefit but not required, training will be available.
- Commitment to community building, an ability to cultivate relationships, and a desire to serve the community.
- Strong skills in organization, management, and creative problem-solving
- Ability to work both independently and as a group to achieve greater organizational success.
- Experience working with diverse communities.
- Self-starter with strong initiative, commitment to innovation and ACH greater goals and mission.
- Knowledge of Microsoft Office; Excel; PowerPoint
- Ability to learn database programs for program and client data.

Working conditions

- Flexible schedule with ability to work occasional weekday evenings and Saturdays (As needed for programs and off-site events).

Physical requirements

- Stand for long periods.
- Use and control objects, tools, or controls.
- Carry 5-25lbs.
- Bend or twist their body.
- Climb ladders, scaffolds etc.
- Kneel, stoop, crouch, or crawl.
- Run machinery.

To apply, interested parties should email the following to admin@achclearpathways.org:

- Cover letter defining your interest in the position and your goals.
- Resume
- Three References

Review of applications will begin immediately and continue until position filled.

*ACH Clear Pathways is a registered charitable organization. Its mission is to nurture creativity through the visual and performing arts to youth and families. Its purpose is to enrich the lives of youth and families in the arts.
Dedicated in memory of Amon C. Harris (2001-2009)*