

JOB ANNOUNCEMENT
After School Programs Coordinator

The Central American Resource Center (CARECEN) of Los Angeles is seeking qualified candidates for a full time After School Programs Coordinator. The After School Programs Coordinator works under the direct supervision of the Director of Programs and is primarily responsible for the recruitment of students and implementation of CARECEN's after school tutoring program for elementary, middle & high-school aged youth as well as the implementation of CARECEN'S drop-out intervention program.

Summary of Duties:

- Implement and oversee the academic enrichment and tutoring components of the after school programs; ensure quality tutoring services to participants. Train and supervise tutoring staff and volunteers in the provision of tutoring services to immigrant children and youth participants. Guide and oversee changes to curriculum incorporating Central American/Latino cultural components when appropriate. Completes timely annual performance appraisals of all tutors.
- Plan recreational and educational activities such as holiday celebrations and field trips.
- Facilitate parent communication by organizing monthly parent meetings and other events that welcome parents and family members to CARECEN.
- In collaboration with the Director of Programs, assist in the development of tools to measure program impact on student learning. Responsible for collecting data for grant reports.
- Work in collaboration with Director of Programs and Youth Organizer to remain up to date with education reform initiatives in order to engage after-school program youth and parents in CARECEN's advocacy and organizing efforts.
- Coordinate the recruitment of college-level tutors via work-study programs at such schools as Occidental College, UCLA and Cal State University, Los Angeles. Act as a liaison with respective career centers of those schools, as well as student organizations interested in working with immigrant youth.
- Regularly interface with feeder schools (Berendo and Virgil Middle, Hoover Elementary, Belmont High) and maintain positive working relationships with principals and teachers of neighborhood schools as a means of maximizing student enrollment in CARECEN youth programs and ensuring steady future stream of participants.
- Work directly with Berendo Middle School's Diploma Project Coordinator to plan and implement CARECEN's drop out intervention program.
- Other duties as assigned by supervisor.

Qualifications:

- Undergraduate degree in education, liberal arts, or related field –OR– equivalent education and work experience required with a minimum of three (3) years with youth/community organization in a supervisory capacity. Knowledge of elementary, middle and high school curriculum strongly preferred.
- Excellent verbal, listening, and interpersonal skills required. Ability to work collaboratively and form effective working relationships with feeder schools. Ability to supervise and train, as needed, tutoring staff and volunteers. Spanish and English languages fluency preferred.
- Certification in child CPR & First Aid (renewed annually), TB clearance, statement of good health, and fingerprint & child abuse index check by Department of Social Services, are required for this position.
- Basic Windows literacy.
- Knowledge and understanding of the political and historical context of Latino immigrant communities required.
- Commitment to the mission and goals of CARECEN.

Compensation & Benefits: This position is full time, regular status with a salary range of \$28,000 to \$32,000 DOE. CARECEN offers a newly-renovated building as working environment, genuinely nice co-workers, and a comprehensive benefits package including an employer-paid medical, vision, and dental coverage with dependent coverage provisions, long term disability insurance, as well as a generous vacation leave benefit, and sick, holiday, and personal day leave benefits.

Application Procedure: Recruitment is continuous until position is filled. Interested applicants are encouraged to email, fax or mail a resume along with a cover letter outlining background and related experience to Sherly Chavarria, Director of Programs, CARECEN, 2845 West 7th Street, Los Angeles, CA 90005; e-mail: Schavarria@carecen-la.org or fax (213) 385-1094. CARECEN recognizes the importance of diversity in the workplace and encourages applications from immigrants and refugees, women, people of color, lesbians, gay men, bisexuals, persons with disabilities, and members of under-represented or disadvantaged communities.