

## Arts and Literacy After School Program

### Job Description: Arts and Literacy Program Assistant

Reporting Relationship: Compliance Coordinator

Summary of Position: The Arts and Literacy Program Assistant is responsible for providing administrative support to the Deputy Director of Youth Development, Arts and Literacy Borough Director and Program Directors. This will include clerical as well pedagogical interventions. The Program Assistant will attend weekly individual and group supervision, complete clerical tasks, and attend conferences/trainings as needed.

Summary of Program: The Arts and Literacy Program is a comprehensive afterschool program addressing Bushwick and Queens youth's needs in the areas of education, creative arts, youth leadership, and health. Program activities build leadership and literacy in the widest sense of the word through creative writing, the visual arts, drama, photography, video, music, yoga, creative movement, and apprenticeships for high school students. The program engages the children's entire family through monthly family literacy workshops, parent organizing, and comprehensive services available through the agency's other programs.

Summary of the Agency: The Coalition for Hispanic Family Services is a multi-service agency serving children and families of North Brooklyn and Queens. These include foster care, adoption, youth development, primary health care, mental health, HIV/AIDS case management, community health education and outreach, in-service internships and after school education.

The duties of the Arts and Literacy Program Assistant are as follows:

- Data Entry
- NDA Data entry/Case Notes
- Make Copies
- Respond to telephone inquiries and Families
- Type memos, correspondence, create fliers
- Generate attendance sheets for summer program
- Organize documents for conferences, meetings,
- Maintain database
- Maintain current client records and files
- Accepting Applications/ copying for all sites
- Seek approval, then place supply orders
- Travel to and from different sites to pick up and deliver documents
- Assist in the set-up and distribution of client events
- Assist with the summer camp's sign-out desk
- Complete Timesheets
- Complete Check Request
- Distribute Checks
- Order food for Family Art Nights
- Facilitate food distribution during family art night.
- Schedule conference rooms
- Complete School Food requests
- Accept New Hire Paperwork And submit for Approval
- Assist the Administrative Coordinator with any other tasks
- Submit State Central Clearance, SEL Forms, Fingerprint Waivers
- Provide ongoing collaboration with agency Human Resources department during programmatic hiring process
- Other assigned duties

Qualifications: Must be a high school graduate, have college credits or expected to enroll by the end of probationary period. Associate Degree in related field preferred. Candidate must possess exceptional organizational skills, ability to work independently and have familiarity with office systems, knowledge of word and excel data base. Must be energetic and work in a fast pace environment.