



1750 St. Bernard Ave. New Orleans, LA 70116

www.826neworleans.org

Afterschool Program Assistant Job Description

POSITION SUMMARY

The Afterschool Program Assistant will work with staff, youth and families, and volunteers to ensure the success of our Afterschool Program. Reporting to the Program Manager, the Program Assistant will engage with all aspects of the Afterschool program, including set up, direct instruction, and clean up. They will also assist the Program Manager with the Young Writers' Council, our teen writing program, which meets every other Saturday afternoon. This is an excellent opportunity for someone with a flexible schedule who loves working with young people and wants to see them blossom through creative writing and other artistic pursuits.

JOB RESPONSIBILITIES

- Develop and distribute After School family Newsletter
- Contact families with reminders for enrollment for programming
- Assist with After School and Young Writers' Council set up and operations
- Communicate with After School families and YWC teens regarding schedule changes and updates
- Assist with data collection, documentation, and programming evaluation
- Input attendance and roster information into Salesforce
- Greet families and students during drop-off and pick-up for After School programming
- Work with the Program Manager to develop additional opportunities for family engagement and student success
- Manage and facilitate sessions in program manager's absence
- Assist the program manager as needed

EXPERIENCE AND QUALIFICATIONS

- A passion for the mission, vision and values of 826 New Orleans;
- Respect for youth and their home and school communities;
- Ability to work with a culturally diverse population and a variety of stakeholders and audiences;

- Ability to self-motivate, work independently and on a team;
- Enthusiastic and creative problem-solving abilities;
- Ability to successfully address challenges and make decisions in alignment with strategic organizational objectives;
- Proven organizational, prioritization, and project management skills;
- A love of books, writing, and/or publishing
- Access to reliable transportation, with driving ability esp. preferred

TIME COMMITMENT

This is a part-time position, 20-25 hrs/wk.
Mon-Thurs 1:30-6:30pm, biweekly Saturdays 11-4pm

PAY RATE

\$21.00/ hour

About 826 New Orleans

826 New Orleans is a nonprofit organization. It is our mission to develop a culture of literacy in New Orleans, inspiring the next generation of leaders to be effective communicators, critical thinkers, and civic-minded residents. We offer free writing programs and publishing opportunities at our Youth Writing Center in the 7th Ward and in schools across the city. Our staff and volunteers help students improve young people's literacy skills, become published authors, and understand the power of their voices on and off the page. Since 2010 we've served over 8,000 students and created over 100 publications of student work with the help of over 500 volunteers.

We believe every student, especially those whose voices have been historically separated from power, deserves to write their truths and to be heard. Our creative writing and literacy programs focus on celebrating the humanity of our young people by actively being anti-racist and trauma-informed.

Culture & Work Environment

826 New Orleans is part of 826 National, an award-winning national network of youth writing centers. In addition to being an integral member of the 826 National network, 826 New Orleans plays a vital role in the local community. Our program team members have been recognized and honored locally, nationally, and internationally. 826 New Orleans cultivates a creative and courageous workplace. We value innovation and collaboration. We strive to be supportive and accommodating to employee needs for scheduling and work styles, and aim to create a humanizing work environment that prioritizes work/life balance.

826 New Orleans is an equal opportunity employer committed to achieving a diverse and inclusive workforce. People of color are strongly encouraged to apply. 826 New Orleans does not discriminate on the basis of race, ethnicity, age, religion, sexual orientation, political orientation, disability, veteran status, or gender identity or expression.