



Program Associate (Bilingual) Position Description

Family Service of Lake County, founded in 1930, is a provider of premier social services for youth, adults, seniors and families. FLSC seeks a Program Associate who is bilingual in English and Spanish, to support and facilitate program activities in our Latino Education Continuum after school programs. This program delivers comprehensive support to Latino students and their families through three after school programs for elementary students, middle school students, and high school students. It also delivers support to students and families that culminates in a successful transition of students into their chosen career or college pathway. FLSC's Latino Education Continuum is the only program that provides bilingual wrap around services to Latino families in the Highland Park and Highwood communities.

We are seeking a candidate who will:

1. lead program activities for adolescents in our middle school program,
2. support our high school program, and
3. adolescent focused workshops for parents and teens
4. work closely with the department's staff, Director of Latino and Youth Services, school administrators, volunteers, parents and students to deliver high impact programming to students and families

Supervisor: Manager, Secondary Education Programs

Work Schedule: Full time, including some evening and weekend hours

Job Responsibilities:

- Facilitate program sessions, for our after-school programs, that are educational, culturally appropriate, bilingual, bicultural, and build students' leadership skills and social emotional development
- Build meaningful relationships with families while communicating regularly to develop rapport, assess needs, and address challenges that arise in program
- Track and evaluate program data, outcomes and progress towards goals
- Serve as our liaison to our middle school partner and build collaborative relationships with community organizations
- Assist with planning and coordination of educational field trips, and other experiential learning activities, for students in the program.
- Provide after school tutoring and academic assistance to middle school students in our middle school program
- Support volunteers as they provide homework help
- Assist with coordinating student recruitment and enrollment in program
- Additional duties as assigned

Qualifications:

- Experience in working with Latino youth, with an ability to effectively engage this population is preferred
- Experience developing lesson and activity plans preferred
- Bilingual (Spanish) and bicultural required. Must be fluent in written and spoken Spanish
- Good organizational skills and ability to manage different tasks simultaneously
- Must be a self-starter who is able to work in a highly collegial and flexible community environment
- Basic computer literacy and data collection skills required. Proficiency with Windows, MS Office Suite, and ability to conduct online research
- Bachelor's Degree in Education, Social Work or related field. Associate's degree in similar field, and extensive practical experience, will be considered
- Ability to independently travel locally in Highland Park and Highwood

To apply:

Please send a cover letter and resume to Arturo Medina, Director of Latino and Youth Services, at HR@famservice.org No phone calls please.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is temporarily remote and is expected to return to on-site duties in the future.

While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is often required to stand; walk; use hands to finger, handle, or feel; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus and drive. The employee must have the ability to enter client data into a computer.