



## **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. The Latino Education Continuum delivers comprehensive support to Latino students and families through three after school programs for elementary, middle school, and high school. The program's support and services culminate 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, and develop, program activities for elementary students in 1<sup>st</sup> through 5<sup>th</sup> grade,
2. support our community wide programs,
3. support and manage after school volunteer tutors
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: Manger, Primary Education and Community 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' academic 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
- Build collaborative relationships with schools and community partners
- 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 elementary school students

- Support volunteers as they provide homework help and mentoring
- Assist with coordinating student recruitment and enrollment in program
- Additional duties as assigned

**QUALIFICATIONS:**

- Experience working with Latino youth, with an ability to effectively engage this population is preferred
- Experience developing lesson and activity plans preferred
- Experience facilitating online learning on platforms such as Zoom is a plus
- Bilingual (Spanish) and bicultural required. Must be fluent in written and spoken Spanish
- Great organizational skills and ability to manage different tasks simultaneously
- Must be a self-starter that 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 experience, will be considered
- Ability to independently travel locally in Highland Park and Highwood

**Salary:** Commensurate with experience.

**To apply:** Please send a cover letter and resume to Arturo Medina, Director of Latino and Youth Services, at [hr@famservice.org](mailto: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 transitioning to a return to on-site duties in the summer of 2021.

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.