

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Photos and Me Program (PMP) Program Assistant  
**Department:** Youth Services  
**Reports to:** Director of Literacy Programs  
**Hours:** Part-Time, 25 hours per week

**Position Summary:** The Photos and Me Program (PMP) Assistant will assist the Director in managing the day-to-day operations of the PMP program, a school-based after school program that provides literacy enrichment for English Language Learners and other bilingual students. The PMP Assistant's responsibilities include, but are not limited to assisting in the hiring, evaluation, management, professional development, and training (in partnership with Teachers' College) of the program's staff of teachers and teaching assistants. Additionally, the Program Assistant will help to manage the program's relationships with schools and other partners, assist in program outreach to schools and families, and enrollment of students.

### **Responsibilities:**

- Manage parent outreach and recruitment of students, including creating initial and follow up announcements and fliers for schools and parents.
- Manage enrollment of students including preparing, distributing, and collecting enrollment forms.
- Assist in Open Houses in order to engage parents to learn about PMP, and to encourage enrollment and parent involvement.
- Assist Director in hiring process for teachers and teacher assistants, including contacting references, organizing hiring paperwork, etc.
- Purchase, organize, and distribute program materials to all sites.
- Participate in PMP teacher and teacher assistant trainings in order to understand curriculum and provide support to teachers and teacher assistants in implementing curriculum.
- Assist in updating database of student metrics throughout the year.
- Assist in ensuring all details are in order for launching of program in all sites.
- Under supervision of Director, provide regular observations at each site in order to monitor implementation of program, and to provide feedback and staff development of teachers and teacher assistants.

- Manage PMP staff timesheets.
- Assist in organizing all events such as Final Celebrations, Trainings, etc.
- Participate in Brooke Astor grantee meetings as needed.
- Additional duties as assigned by Director of Literacy Programs and Director of Youth Services.

**Qualifications:**

- Bachelor's Degree in Education or related field strongly preferred; at minimum, 24 college credits in Education or related field.
- Familiarity with after school programming.
- Demonstrated experienced in practicing youth development principles and working with urban youth ages 5 to 12.
- Demonstrated understanding of, and interest in, literacy development for English Language Learners.
- Demonstrated understanding of the challenges facing teachers and youth in an urban setting
- Strong verbal and written skills.
- Strong, demonstrated computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast paced, challenging, and constantly changing environment.
- Strong commitment to working with youth.
- Bilingual (English/Spanish) preferred.
- A strong desire to help improve the lives of the residents in the East Harlem community.

**To Apply:**

Please send cover letter, resume, and three professional references to:

[hr@unionsettlement.org](mailto:hr@unionsettlement.org)

Please indicate PMP Program Assistant in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**