**Program Assistant**

**Description:**

Partnership for the Advancement and Immersion of Refugees (PAIR) is seeking after-school Program Assistants (PAs) for the 2019-2020 school year. PAIR is a non-profit organization that empowers refugee youth to navigate American culture, reach their academic potential and become community leaders. After-school education and individual mentoring programs are the core of how PAIR accomplishes its mission.

All candidates must commit for the period of August 2019 to May 2020.

Under the supervision of a full-time Program Manager for middle schools, PAs are responsible for assisting Program Coordinators in implementing dynamic after-school programs for refugee youth. PAs also assist in recruitment efforts and field trips. There is potential for other assistance needed in material preparation, data collection/input and other administrative tasks related to program. All program staff provide oversight and support to volunteers, work closely with school personnel and the staff of other community organizations on site, and frequently outreach to students and families to maintain a high level of attendance and engagement. Staff will conduct home/apartment visits throughout the school year and must be comfortable in this environment. A highly organized candidate with outstanding people and communication skills is key to performing these job functions.

The Program Assistant is assigned to a middle school site and will work roughly 10 hour per week. There is potential for a 2-school assignment, working no more than 20 hours of work per week.

After-school sessions occur twice weekly at each site, between Monday and Thursday. PAs are scheduled between 3 PM and 7 PM on those days. Program staff arrive on site in advance of sessions and remain until all students and volunteers have safely departed the campus. In addition to regular program sessions, program staff will also oversee three field trips per school year during evenings or weekends.

**Job Relationships:**

The Program Assistants report directly to the Global Learners Program Manager. PAs will assist in managing approximately 15 volunteers per program day who will be assigned to their programs. Program Assistants will not fall directly under Program Coordinators’ supervision but will work alongside the PC during program hours and field trips. PAs are expected to collaborate with the Executive Director, other staff, and members of the board to execute PAIR’s strategic plan and accomplish organizational goals in a tight-knit team environment.

**Education & Experience:**

* High school graduate or equivalent required; Bachelor’s or Associate’s degree completed or in progress preferred
* Experience working or volunteering directly with youth, such as mentoring, tutoring, counseling, and teaching, is required.
* Knowledge of or previous work with refugee populations, preferred
* Candidates will be required to undergo a background check with fingerprinting.

**Personal Characteristics:**

* Strongly committed to the organization's mission to empower refugee youth to navigate American society, reach their academic potential, and become community leaders through educational mentoring programs.
* Highly motivated and goal-oriented; high level of personal responsibility, strong work ethic, independent, and entrepreneurial
* Energetic, optimistic, flexible, and resourceful
* Exhibiting professionalism and sound judgment
* Committed to maintaining organized, detailed records
* Able to coach and develop others and provide training and support
* Able to relate to a variety of people with an appreciation of diversity and commitment to cross-cultural understanding and communication

**Additional Requirements:**

Flexibility and adaptability to program needs and schedule are key. The position requires time at programs during the weekdays and at field trips during the weekends. The successful candidate will also be enthusiastic about grassroots fieldwork and comfortable visiting refugee families in their apartments in Southwest Houston.