



Job Title: Young Adult Mentoring Program Assistant
Supervisor: High School and Post-Secondary Lead Instructor
Program: Education
Status: Contract, part-time, 8-10 per week
Location: Hybrid, multiple sites
Salary: \$20/hour

Mission: HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through Immigrant legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society.

General Description: The Young Adult Mentoring (YAM) Program Assistant supports HIAS PA's young adult education programming for immigrant teens and young adults. The YAM Program offers weekly afterschool college and career prep to immigrant students for two hours/week in three sites: Northeast Philadelphia, South Philadelphia, and Center City Philadelphia. The YAM Program Assistant provides general administrative support, communicating clearly with staff, students, and families. The YAM Program Assistant will work largely remotely during the weeks leading up to the start of the program and then in person at the afterschool program sites for the duration of the program throughout the school year. The start date of the position is set for Monday, August 28th, 2023 but is flexible. The end date of the position is Friday, May 17th, 2024, which is also flexible.

The program assistant, along with all afterschool program staff, volunteers, students, and families, will follow the established COVID-19 safety measures.

Tasks/Responsibilities:

- Support registration of students for the program by completing intake sheets with families over the phone.
- Communicate with afterschool program volunteers regarding their clearances, responsibilities, etc.
- Communicate regularly with the YAM Program Instructor about how they can support the overall goals of the program.
- Communicate regularly with the High School and Post-Secondary Lead Instructor about incidents and other updates from the programs.
- Assist with ordering and organizing program supplies.
- Assist with program setup at the site prior to the start of the program.
- Attend weekly program staff meetings to check in with program coordinators, instructors and program assistants.
- Maintain student attendance records.



- Help to manage transitions between classes and the overall flow of the program on site.
- Collect data and feedback from students and families about their experience.
- Support the planning and implementation of large group events for students in the program, such as field trips.

Qualifications:

- Strong administrative skills; administrative work experience a plus
- Interest in working with learners in an Education environment
- Excellent written and verbal communication skills. Ability to communicate effectively through a third party interpreter
- Experience in event planning a plus
- Experience in data collection and management a plus
- Proficiency in MS Office and Google Drive
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to multitask
- High School degree or equivalent
- Enthusiasm, persistence, and positive energy, compassion, and patience
- Current PA Criminal Background check, PA Child Abuse Clearance and FBI Fingerprint Check.

Other Information:

HIAS PA is currently working on a hybrid model. HIAS Pennsylvania requires all staff be fully vaccinated against COVID-19 with the exception of those who have medical or religious beliefs exemptions.

How to Apply

HIAS Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, gender identity, sexual orientation, age, marital, veteran or disability status, political affiliation, or beliefs. We believe that diversity enriches our organization and helps us to fulfill our mission. All qualified applicants, including those who represent minority and marginalized groups, are strongly encouraged to apply.



To apply, please send a cover letter and resume via email to the HIAS PA Education Program Manager, Michelle Ferguson, at mferguson@hiaspa.org.