



## **LEARN Works Day Program Administrator and Engagement Assistant**

### **Job Description – July 2020**

**Reports to:** Director of Education Services

**Classification:** Non-exempt

**Category:** Full time, temporary

- NOTE: This position is funded by the federal CARES Act and exists while funding lasts, through the end of the 2020 Remote Classroom program session (December 2020)
- Training from August 24-September 5
- Classes start September 8

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**Job Summary:** Under the general direction of the Education Services Director and in accordance with the mission of the Ada Jenkins Center and purpose of the LEARN Works Program, the Administrator and Engagement Assistant will coordinate aspects of administration and client-partner engagement of the LEARN Works Day Program.

#### **Job Qualifications:**

- A high school diploma or the equivalency required.
- Previous administrative experience as well as working with youth, parents, and volunteers.
- Strong organizational skills and the ability to set priorities essential.
- Strong written and spoken communication skills in English and Spanish.
- Student centered, with the ability to relate to a range of constituents.
- Must already be familiar with or willing to learn and employ the program's philosophy utilizing Love and Logic approach in working children.
- Computer proficient.

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### **Principle Activities of role based on Center's Guiding Principles:**

#### **+ Mission Driven & Excellence**

**Serve as the lead staff member for the management and update of student information and assist with the enrollment process of students.**

- Assist with entering student and family information into center database and other information systems utilized by Education Services/LEARN Works.
- Collect and record the payment of the enrollment fees from client-partners.
- Oversee that each client-partner is completing requirements and are within adherence to program/service policies.
- Distribute, collect, and analyze assessments, surveys, or evaluations needed from client-partners.
- Prepare reports and other documents as needed.
- Staff all play the role an Ada Jenkins ambassador.
- Staff understand and embrace that Ada Jenkins has one mission and we are one team.

- Staff adhere to any policies set-forth as organizational staff policies, as well as those specific to this role.

#### **+ Relationship Driven by promoting a culture of trust and respect**

**Serve as the bridge for families to other services provided by the Ada Jenkins Center and external partners.**

- Staff work to establish and maintain strong relationships with client-partners, community organizations, volunteers and fellow staff.
- Staff fulfill their job responsibilities in a professional manner, with the understanding that the rest of the Ada Jenkins team depend on this to fulfill our mission.
- Staff assist other teammates as able and available.
- Staff participate in staff meetings, staff trainings, and staff gatherings.
- Staff will protect the privacy and confidentiality of client-partners, your teammates, volunteers, donors or other supporters of the Center.
- Staff adhere to the ethical standards established and promoted by their profession.
- Staff are respectful of and sensitive to what people bring to the table, their individual beliefs and lifestyles. Staff will actively refine their ability to interact with people different backgrounds.

#### **+ Steward of Resources**

- Staff manage their time, take care of equipment, Ada Jenkins' facility and material goods, work to avoid waste and duplication, and make the best use of Ada Jenkins' financial resources.
- Accurate data is essential to the strength of our organization. Staff are expected to collect, accurately input, and analyze data as required by your specific role.

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#### **Physical and Mental Requirements:**

The Ada Jenkins Center is committed to providing a means for job applicants who have a disability to identify areas in which they may request a reasonable accommodation. The following is a description of the physical and mental abilities which are customarily required to perform the essential job functions of this position:

- Vision sufficient to read standard text, read a computer monitor, and to drive safely.
- Vision sufficient to supervise students at a distance of up to 50 yards.
- Ability to speak and hear sufficiently to communicate clearly in person and over the telephone.
- Ability to stand, sit, walk, stoop, and bend routinely.
- Manual dexterity to use hands, arms, shoulders, repetitively to operate keyboard, to write, etc.
- Body strength sufficient to lift and transfer at least 50 lbs.
- Ability to interact professionally with persons from a variety of backgrounds in a high stress environment.
- Supports the vision, mission and other organizational needs of the program and center.
- Ability to work without intensive supervision.

Interested applicants should send their cover letters and resumes to [resumes2@adajenkins.org](mailto:resumes2@adajenkins.org). Position closing date is August 7<sup>th</sup> or open until filled. No phone calls, please.