



Position Title **Program Assistant**

Reports To **Program Director**

Schedule **Part Time**

Position Description

The Program Assistant supports the success of Pass With Flying Colors high school, college and summer programs. The Program Assistant provides crucial 1:1 support for students, assists with experiential learning programs, and leads program workshops. As a member of the program team, the Program Assistant supports the review and development of program activities, expectations and performance data.

Specific responsibilities include but are not limited to the following:

- Develop trusted relationships with students to serve as a mentor and advisor
- Engage with parents and guardians as needed to support student success
- Implement afterschool, summer and college break workshops
- Assist in planning field trips, college visits, internships and more
- Chaperone field trips, college visits and overnight experiences
- Manage a weekly caseload of high school and college 1:1 meetings; provide referrals and resources to address student needs
- Maintain accurate student records in GradSnapp
- Participate in program team and all staff meetings and special projects
- Other duties as assigned

Qualifications and Competencies

- Bachelor’s degree required (or in progress)
- Two or more years planning and leading programs for youth
- Excellent interpersonal and relationship-building skills
- Outstanding skills in time management, work planning, organization, and facilitation
- Must have access to reliable transportation throughout City of Chicago and suburbs
- Ability to lift and carry supplies and materials weighing up to 25 pounds
- Ability to attend occasional weekend and evening meetings and events
- A commitment to Pass With Flying Colors’ mission

Preferred qualifications include: fluent in Spanish and/or Arabic; knowledge of college access and persistence strategies. Applicants must submit to all required pre-employment screening and background checks.

Compensation

This is a part-time position working a set schedule of 12-24 hours per week. Salary range for this position is \$14-\$18 per hour.