

DOORS TO HOPE

POSITION TITLE: Program Services Assistant

REPORTS TO: Director

Doors to Hope is a ministry of the Sisters of Charity of Nazareth. The goal of Doors to Hope is to break the cycle of poverty and violence through education, providing educational opportunities to the people of the south-central area of Louisville. Doors to Hope opens learning opportunities, encourages community involvement, and engages in advocacy for immigrant women and families. Doors to Hope is a 501c3 tax-exempt organization.

POSITION SUMMARY:

Recruits and coordinates volunteers, students, and oversees activities of all educational programs. Works closely with the Director and the Doors to Hope Volunteer Engagement/Program Committee in implementing creative and innovative learning opportunities to meet the needs of Latinx immigrant families.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and implements educational programs that respond to the needs of immigrant families including ESL, after school tutoring, citizenship preparation and other educational programs
- Recruit volunteers
- Meets with new students and tutors to assess their ability
- Delivers volunteer training
- Assigns students and tutors
- Answers the door and greets participants as they arrive
- Answers and returns phone calls as needed
- Directs participants to assigned study space
- Assists participants and volunteers in locating needed books and supplies
- Monitors volunteer tutors and provides assistance when necessary
- Implements volunteer appreciation activities including gatherings, birthday and other recognition activities as instructed by the Director
- Participates in training programs
- Works with the Director to purchase materials needed for program activities/classes
- Updates the database with new students and volunteers and adds routine forms/papers to proper files/folders
- Provides the Director with required information about program outcomes.
- Maintains a professional appearance and manner
- Completes other duties deemed necessary by the Director

QUALIFICATIONS:

- Bachelor's degree in education or related field, preferred
- Experience in teaching ESL, preferred
- Bilingual in Spanish and English. Reading and writing fluency required.
- Intercultural sensitivity and experience working with diverse cultures
- Knowledge of Microsoft Office software including Access, Excel, PowerPoint, Outlook and Word
- Well organized, self-motivated, ability to take initiative
- Ability to multi-task and successfully handle competing deadlines and priorities
- Must be punctual and reliable
- Strong commitment to the mission of Doors to Hope
- Good verbal and written communication skills with ability to maintain positive relationships
- Compassionate and caring

Submit cover letter and resume to:

Jennifer Osbourne, HR Director, PO Box 21, Nazareth, KY 40048. Email: josbourne@scnky.org