

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** SETP Program Assistant

**Department:** Youth Services

**Reports to:** SETP Program Director

**Hours:** Part-Time (25-30 hours/week) - Temporary position 7/1/17 thru 8/31/17

**Overall Responsibilities:** Provide program support for both sites, ensure program sites are prepared for program events and all necessary program items are delivered and set-up for use

### **General Responsibilities:**

- Assist in recruitment of participants for the program.
- Assist Administrative Assistant as needed.
- Assist and provide group management in High Quality activities including: Sports and Fitness, Dance/Drama Visual Arts, Violence Prevention.
- Ensure all rooms are ready for programming and are put back in order after the program is completed.
- Assist in sessions as needed and attend trips to assist with crowd control and safety.
- Provide delivery of materials to sites as needed.
- Assist in the collection of documentation from participants and merchants, including but not limited to: registration forms, consent slips, receipts, invoices etc.
- Assist Administrative Assistant in maintaining files, collecting and distributing timesheets, delivering items to main office and being the primary liaison between programs.
- Ensure that both sites are adequately prepared for movie nights and all equipment is secured at the end of each activity
- Fulfillment of other responsibilities as assigned by the Program Director, Director of Young Adult Programming and Director of Youth Services.

### **Qualifications:**

- HS diploma or HSE/GED some college preferred and at minimum three years experience working in a youth services program.
- Bilingual (English/Spanish) preferred.
- Strong verbal, written, clerical, organizational, and problem solving skills.
- Skilled in computers and multi media equipment

- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- The ability to perform at a high level.
- Dedication to serving youth in an urban setting.
- Innovation and patience.
- Demonstrated understanding of the challenges facing youth in an urban setting.

**To Apply:**

Please send Cover Letter, Resume, References, and Salary Requirements to:

[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org)

Please indicate SETP Program Assistant in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**