



**Job Title:** Program Assistant  
**Department:** Educational Enrichment Services  
**Reports To:** Program Director  
**FLSA Status:** Hourly, Non-Exempt, Part-Time  
**Salary Range:** \$9 - \$12 per hour

**Basic Function:**

Provide support for and assist in program delivery including but not limited to: Accelerating Children’s Education (ACE) After-School Program, Summer School Program, Weekend Tutoring, Extended Learning Time Program, and Teen Leadership & College Career Preparation Program. See Program Manuals and funding source Scope of Work or contract documents for more specific program information.

**Responsibilities**

1. Provides support and assistance to implement the day-to-day program activities;
2. Provide support for transportation services for youth;
3. Maintain accurate and up-to-date documentation;
4. Attend required meetings and trainings;
5. Provide services on a flexible schedule; and
6. Other related duties as assigned by supervisor, or as identified in program manuals or funding source contracts.

**Required Education & Training:**

1. At least 1 year of related working experience with youth and parents;
2. Experience working with diverse communities;
3. Good verbal and written communication skills and attention to detail in documentation;
4. Computer literate;
5. Must have a valid California driver's license, excellent driving record, reliable vehicle and auto insurance; and
6. Adult, Child, and Infant CPR/AED & First Aid Certification.

**Preferred Education & Training:**

1. At least 2 years of college education in Education or similar field;
2. Bilingual in Mandarin.

Please send a cover letter and resume along with 3 references to [careers@asianyouthcenter.org](mailto:careers@asianyouthcenter.org).