



Catawba County Hispanic Ministry dba Centro Latino
Abriendo Puertas Program Assistant
Weekly hours: 20, Monday-Thursday, 42/weeks
Starting Pay \$15/hour
Reports to AP Program Director

Summary:

The Abriendo Puertas (AP) tutoring and homework help program is designed to support students from Spanish-speaking households in unlocking their academic potential, providing assistance, and offering access to diverse experiences and resources. The program assistant provides administrative and logistical support to ensure the effective implementation of the AP program within Centro Latino. This person will assist the program director with program related tasks such as overseeing the tutoring and homework help program, communication, documentation, and reporting. The candidate must be passionate about helping children succeed academically and personally.

Key responsibilities:

- Enthusiastically supports and shares Centro Latino's vision, mission, principles, and values with families, volunteers, and donors.
- Assist the program director with AP tutoring and homework assistance program by preparing the classrooms and materials prior to the students' arriving each day
- Answer phone calls, texts, and WhatsApp messages from parents, volunteers, and tutors to determine proper referrals or needs.
- Oversee student and tutor attendance
- Assist with tutor-to-student assignments for the day
- Assist with communicating important information to parents
- Receive payments and issue receipts
- Communicate with tutors for effective program operations
- Plan and lead snack time, group activities, and assist with homework as needed
- Relay any concerns such as: accidents, incidents, disciplinary actions and other circumstances of concern and complete necessary forms for documentation as needed.

Other Responsibilities:

- Participates in staff meetings, staff training, and development activities.
- Performs other duties as required.

Qualifications:

- High school diploma or equivalent required. Associate degree preferred but not required
- 1-2 years experience working with school age children preferred
- Fluency in English and Spanish preferred
- Must be able to pass a background check
- First aid + CPR certified preferred but not required

To apply:

Email the following information to execdirector@centrolatinohickory.com:

- Resume
- Cover letter
- 3 professional references