

Job Description: Project Assistant - FIRM Literacy Programs - MENA
Hours: Up to 40 hours per week, remote (part-time applicants also encouraged to apply)
Wage: \$14/hr with benefits
Status: Non-exempt
Reports to: Literacy Program Manager

Job Description

To assist in the coordination of a research-based Family Literacy program for children aged 0-5 from Hmong, Laotian, Middle Eastern and other families and to support Arabic-speaking families with children aged 6-14 to engage in an after school literacy program.

Tasks

- Assist in planning and implementing activities for the Family Literacy program that center around the Raising a Reader curriculum
- Provide outreach and recruitment in the Middle Eastern/Arab community to recruit Middle Eastern/Arab families with children aged 0-5 for the Family Literacy Center
- Translate materials into Arabic or English as needed.
- Participate in trainings as required and offered
- Communicate with children and families to help them get on the computer at the right time for afterschool programs on behalf of the Coordinator.
- Facilitate monthly parenting workshops in Arabic
- Attend all hours of the programs
- Respect the confidentiality of all participants.
- Support Program Coordinator as needed
- Other duties as assigned

Skills, Abilities & Qualifications:

- Must be fluent (speaking/writing/reading) in the Arabic and English languages
- Ability to use Zoom and help others use computers and tablets
- At least 2 years experience working in an early childhood education or elementary-aged setting
- Connection to the greater Middle Eastern community and ability to connect with families
- Excellent communication skills, verbal and written
- Resourceful, excellent problem solver
- Strong Communication Skills
- Ability to relate to children, parents and volunteers and respect the confidentiality of all
- Respectful, timely and honest
- Reliable transportation, insurance coverage and valid driver's license
- Excellent driving record
- Preferred: Associate's Degree in Child Development or at least 12 units in Child Development courses

Compensation:

- \$14.00/hour plus medical benefits, cell phone reimbursement
- 13 paid holidays, 2 weeks paid vacation, 6 sick days per year

To apply, please email a copy of your resume to work@firminc.org