



Fifth Avenue Committee

Our Community. Our Future.

Job Posting/Internal

Title: Program Assistant

Unit: Adult Education & Family Literacy

Job Status: Non Exempt

Employee Type: Part Time 20 hours per week/morning and evening hours

Fifth Avenue Committee Inc. (FAC), is a nationally recognized South Brooklyn based, non-profit community development corporation formed in 1978 whose mission is to advance economic and social justice by building vibrant, diverse communities where residents has genuine opportunities to achieve their goals as well as shape the community's future. FAC works to transform the lives of over 5,000 low- and moderate-income New Yorkers annually so that we can all live and work with dignity and respect while making our community more equitable, sustainable, inclusive and just.

To achieve our mission FAC develops and manages affordable housing and community facilities, creates economic opportunities and ensures access to economic stability, organizes residents and workers, offers student centered adult education, and combats displacement caused by gentrification and works with the formerly incarcerated to integrate them back into their community. In addition to our grassroots neighborhood work, we are actively involved in broader coalitions and campaigns.

FAC's Adult Education and Family Literacy unit provides instruction in ELA, Adult Basic Education, HSE, Digital Literacy and an Integrated Education and Training.

Responsibilities:

The Program Assistant will report to the Deputy Director and will assist administrators and instructors with the continual improvement process of its program offerings.

Duties:

- ▶ Assist in outreach, intake and orientation of participants.
- ▶ Collect and report data for performance-based contracts.
- ▶ Help maintain electronic databases tracking participant and program information.
- ▶ Maintain accurate and complete participant files.
- ▶ General administrative support as assigned by the Deputy Director.
- ▶ Assist in individual and/or small group work with students.

Qualifications:

- ▶ Bi-lingual in Spanish/English or Mandarin/English required
- ▶ High School Diploma or HSE required and 2 years of experience working as a Program Assistant preferred.
- ▶ Friendly, professional demeanor both in person and over the telephone.
- ▶ Excellent communication skills, well-organized, and motivated.
- ▶ Enthusiasm and respect for working with low-income adult population.

► Basic Computer skills a must.

Compensation

\$20 per hour

To apply: Send resume and cover letter by 12/31/21 to:

Brian Mendes

Email: bmendes@fifthave.org

No phone calls please. For more information about the organization see: www.fifthave.org

FAC is an equal opportunity employer (EEO).

Women, people of color and neighborhood residents are strongly urged to apply.