

# JOB ANNOUNCEMENT

## Program Assistant (\$19.23)

Working to make a difference since 1972, **La Casa de Don Pedro** has been building healthier communities, empowering tomorrow's citizens, educating vulnerable children, and ensuring families receive the support they need, no matter what they face.

### DESCRIPTION:

Are you interested in a **full-time, hourly** position with a generous benefits package? If so, look no further!

We're currently searching for someone who **is able to multitask in a fast-paced environment with excellent organizational, communication, presentation, writing and interpersonal skills**, is passionate about serving the Newark community, and is able to work at our **39 Broadway** location.

Apply now so you can become part of our ever-growing organization.

### KEY DUTIES:

- Assist in conducting recruitment and enrollment for the Hispanic Women's Resource Center educational programs.
- Responsible for outreach in Hudson County with a focus in Kearny, East Newark and Harrison, with the goal of increasing awareness of La Casa, programs and services.
- Assist in establishing relationships with non-profits in Hudson County to be able to provide educational services at their locations.
- Assist with pre/post academic assessments for participants.
- Assist the Career Counselor in identifying training and opportunities for the Latina Women.

*La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law.*

To learn more about our organization, please visit our website: [www.lacasanwk.org](http://www.lacasanwk.org)

### HOW TO APPLY:

Email your cover letter and resume to

[wmelendez@lacasanwk.org](mailto:wmelendez@lacasanwk.org)

*Only candidates being considered for an interview will be contacted*

### QUALIFICATIONS:

Must be fully COVID-19 vaccinated by first day of work

Associate or Bachelor's Degree in Social Service

Minimum one year of relevant work experience.

English/Spanish bi-lingual required

### SCHEDULE:

Monday – Friday

8:30am – 4:30pm

*Schedule may vary accordingly to meet division's needs*