



JOB DESCRIPTION

Program Assistant

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood Development (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Heating and Energy Assistance Program [LIHEAP], Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasanwk.org and be sure to follow @lacasanwk on all social media platforms.

Position Summary

The Program Assistant will provide support to the Interim Center Director in assisting with the day-to-day administration and operations of the Community Empowerment Department. To be successful in this role, the Program Assistant should be proficient in MS Office, detailed oriented, and bilingual in both English and Spanish. The Program Assistant will serve as an integral member of the Community Empowerment Department and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Recruitment and enrollment of Adult Education programs.
- Maintain client files and confidential documentation.
- Maintain client attendance records.
- Schedule and setup dates for assessments and classes.
- Sustain communication with and correspondence to students pertaining to the program.
- Assist Coordinator/Counselor as directed in gathering all pertaining data for reporting.
- Maintain inventory of educational materials.
- Perform data collection and entry as directed.
- Other duties may be assigned to meet business needs.

Educational & Experience Requirements:

- Minimum High school diploma with two years of experience in a non-profit environment.
- Must be proficient in MS office applications (Word, Excel, PowerPoint and the Internet).
- Must be bilingual in both English and Spanish with excellent verbal and written communication skills.
- Self-starter and strong willingness to take initiative.
- Excellent organizational, communication and interpersonal skills.
- Experience working with adult population.

- Must have high level of interpersonal skills to handle sensitive and confidential situations.
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

Physical Requirements:

- May be required to sit for long periods of time.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-Time
- **FLSA status:** Non-Exempt
- **SOC code:** 21-1093
- **Reports to:** Interim Center Director
- **Schedule:** Monday – Friday; 8:30am – 4:30pm (may vary based on programmatic needs)
- **Compensation:** \$19.23 per hour
- **Fringe Benefits:** Health, employee assistance program, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered.

COVID-19 Vaccination Requirements

- La Casa de Don Pedro requires vaccination against COVID-19 for all employees. Reasonable Accommodation based on qualifying disability, medical necessity or sincerely held religious belief in accordance with applicable law will be considered upon request.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with **“Program Assistant”** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

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