



## **Barrio Logan College Institute Program Assistant Job Description**

**Reports to:** Middle School and High School Specialist

Barrio Logan College Institute (BLCI) seeks an assistant who will work closely with the program staff to support BLCI's Middle School and High School Programs.

### ***Organizational Overview***

Founded in 1996, Barrio Logan College Institute (BLCI) is a non-profit organization dedicated to promoting the pursuit of higher education for first-generation college-bound and traditionally under-represented students through after school programs that begin in 3<sup>rd</sup> grade and extend through college completion.

Based in the Barrio Logan area of San Diego, BLCI is a forward-looking institution offering programs to elementary, middle school, high school students, and college-enrolled alumni. Through after-school learning, mentorship, and parent participation programs, BLCI works towards its mission of providing students and their families with the skills and resources necessary to pursue their dreams and make going to college a reality. BLCI was named the 2016 "Example of Excelencia" out of 200+ organizations nationwide.

### **Position Summary**

BLCI Program Assistant will provide administrative support including general clerical, receptionist, record keeping, schedule maintenance, and project-based work. Support the Middle School Specialist and High School Specialist in the planning and coordination of BLCI's Programs and partnerships. Assistant must be comfortable working with middle school and high school students across various target schools.

BLCI Program Assistant will work closely with Program Specialists to maintain records of students through data software and other record keeping spreadsheets. The MSP/HSP Assistant will help coordinate events, field trips, workshops, trainings designed to educate our students and prepare them for success in high school and beyond.

Execute basic administrative support functions including copying, filing, drafting communications, answering calls, taking messages, distributing mail, providing phone coverage, etc.

**Main duties of BLCI Program Assistant will include:**

- Coordinate and maintain programmatic organization for Middle School Specialist and High School Specialist
- Manage administrative aspects of meetings including logistics (e.g. invitations, room set-up, meals, etc.), authoring meeting-related documents (e.g. minutes, action item lists, key decision lists, issues lists, roles and responsibilities list, etc.), and organizing monthly calendars for dissemination;
- Manage programmatic performance metrics collection and reporting (ex. tracking grades, attendance, standardized test scores, etc.; identifying students who would benefit from additional support)
- Research applicable scholarships, grants, and enrichment opportunities that would be appropriate for middle school and high school students
- Perform work with efficiency, high quality, and timeliness to meet job responsibilities
- Support BLCI staff with events during the year including Graduation; Open House; Annual Gala, Career Fair, and College Fair
- Schedule student/parent conferences
- Help manage school communications with programmatic staff, tutors/volunteers, families, and partners
- Ability to command students' attention during class time, if asked to proctor or lead workshops
- Serve as a role model to students in an academic setting
- Other duties as assigned

**Minimum Qualifications:**

- Must be currently enrolled or recent graduate from a 4-year university or community college
- If presently enrolled, must be in good academic standing and enrolled on a full-time basis (12+ credits per semester)
- Knowledgeable of internet research, social media, and web- based communication platforms such as Outlook
- Extensive Microsoft Office experience is required

**Knowledge, Skills, and Personal Characteristics:**

- Actively practices patience, humor, and flexibility
- Foster a "student first" attitude
- Strong verbal and written communication skills
- Ability to communicate effectively and professionally with BLCI students, parents, and partners in person and via phone and email
- Highly motivated self-starter who takes initiative with minimal supervision
- Strong organizational and follow through skills
- Sensitivity to the needs of BLCI's diverse student population, including undocumented students and families; families of all structures
- Bilingual, Spanish speaker required
- Valid driver's license and reliable transportation is a plus.

**SCHEDULE AND PAY RATE:**

\$12.00 per hour with a maximum of 16 hours per week; and may include some weekends. Candidates with availability in the evenings (Monday through Thursday) will be prioritized. Candidates must be able to commit to at least one (1) three hour shift in the evenings hours. Final schedule will be discussed with the Middle School Specialist each semester once hired.

**CONTACT:**

Interested applicants please send resume, cover letter detailing bilingualism and schedule availability, and most recent college transcript via email to Yanet Lopez Cardenas, the Director of College and Career Success, at [yanet@blci.org](mailto:yanet@blci.org)