

## ENERGY Program Assistant Job Description

**Position Title:** Education Program Assistant

**FLSA Status:** Part-Time (15 hours), Non-Exempt

**Core Program Competencies:** Education

**Starting Salary:** \$16/hour.

**Benefits:** Once eligible, 3% match for Individual Retirement Account

**Supervisor's Title:** Elementary School Programs Coordinator

**Location:** Buffalo, NY

**Organization Mission:** WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

**Websites:** [www.wedibuffalo.org](http://www.wedibuffalo.org), [www.westsidebazaar.com](http://www.westsidebazaar.com)

### Programs Overview:

*Education: English language learners acquire comprehension and fluency to attain parity with native English-speaking peers, which in turn promotes high graduation rates, family health, and a strong community.* WEDI's education department strives to empower school-aged English Language Learners (ELL) and Students with Interrupted Formal Education (SIFE) through three main afterschool programs: ENERGY, FLY, and Launch. The ENERGY and FLY programs serve over 60 English-language learners (ELLs) in grades 1-5 and 6-8, respectively. They focus on improving the students' abilities to read, write, and speak English, while also providing homework help or specialized academic support through additional enrichment activities. In the 2018-2019 school year, students in ENERGY had a 91% average attendance rate, 82% increased their oral and social skills, and 100% improved their literacy by at least one reading level. That same year, 84% of FLY students improved their GPA and 95% improved their social, behavioral, and emotional health. The high school program, Launch, began in September 2018. Its pilot year, Launch was the largest group of students consistently attending afterschool programs at Lafayette International Community School, including 85% of the Hispanic students enrolled in afterschool. Of these students, 100% increased GPA and social, behavioral, and emotional health. It currently serves grades 9 and 10—and will expand by one grade annually—and offers academic support; financial education; college prep; and career exploration. In all three programs, 100% of students proceeded to the next grade level, as indicated by a passing GPA on their final report card.

### Primary Purpose and Function

- Assist with and lead WEDI's literacy-based ENERGY program for middle school students.

### Essential Functions and Responsibilities

- Assist the Elementary Program Coordinator in the day-to-day operations of the ENERGY afterschool program that occurs every weekday from 2:30 PM to 6:00 PM with up to 32 students in grades 1-6 throughout the school year.
- Manage, sort, and organize donations made to Education program.
- Filing, copying, and scanning for all aspects of the Program.
- Contact families when students are absent.
- Manage the library and ENERGY Store, delegating tasks to volunteers when possible.
- Collect and grade book reports- disburse ENERGY bucks.
- Prepare and set up for Enrichment Activities when necessary. May also create activities and teaching units.
- Assist with event planning.
- Tidy space at the end of the day.
- Help organize picnic and year end celebration.

### VISION

All residents of Western New York can succeed and thrive in a culturally inclusive community.

### MISSION

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- If schedule allows, attend ENERGY task force meetings.
- Conduct house visits for enrollment, literacy assessments, and as needed.
- Assist with FLY as needed.
- Other duties as assigned by the Elementary Programs Coordinator.
- Assist in the Elementary/Middle School six-week summer program Monday through Friday 8:00 am – 3:00 PM

### **Possible Functions and Responsibilities**

- Assist students in applying for summer programs, jobs, internships, etc.
- Contact the students' parents to ensure that they understand the program and can help the students toward their academic goals outside of the program.
- Supervise interns and project-based volunteers.

### **Required Qualifications**

- Minimum of 3 years' experience working with youth, preferably in an educational setting.
- Excellent critical thinking, interpersonal, and analytical skills.
- Proven strong oral and written communication skills,
- Passionate about empowerment programming that serves diverse low-income communities.

### **Preferred Qualifications**

- Experience working in a non-profit, mission-driven organization
- Bachelor's degree or equivalent, preferably with an emphasis on Education, Social Services, Literacy or TESOL.
- Ability to speak multiple languages
- Ability to complete tasks quickly and on schedule; ability to manage multiple projects.
- Competent and efficient in Google applications, MS Office, and internet applications, including database systems for data tracking.
- Demonstrated problem-solving skills, high accuracy in work and attention to detail.

### **Physical Demands**

- Sitting and standing for extended periods of time, up to 2 hours at a time.
- Frequent alpha/numeric keyboarding.
- Regular oral communication in person and over the phone, especially with individuals with little English-language ability.
- Ability to view a computer monitor.
- Ability to sit on the floor for home visits where furniture is absent.

### **Organizational Policy/Procedure Compliance**

- Follow all regulatory policies and procedures and local, state, and federal laws.
- Maintain confidentiality of corporate records and information at all times.
- Keep a professional but friendly image.

### **Application**

WEDI values diversity and inclusion throughout its city and in its organization. People of color, women, LGBTQIA+ individuals, people with disabilities, and formerly incarcerated individuals are encouraged to apply.

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436 Grant Street  
Buffalo, NY 14213  
[wedibuffalo.org](http://wedibuffalo.org)

Hourly pay will be commensurate with education and experience. WEDI will include health insurance with a full-time position.

Applications are currently being accepted and will continue until the position is filled. Email inquiries and applications only. Please submit a cover letter and resume to [jobs@wedibuffalo.org](mailto:jobs@wedibuffalo.org).

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