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**TEEN PROGRAM JOB DESCRIPTION**

**Reports to:**  Cristina Correa, Director of Community Organizing

**Wages:**includes paid time off & health benefits

·       $ per hour @ 20 hours per week as the Violence Prevention Program Assistant

**Violence Prevention Program Assistant**

**Responsibilities:**

·       Make reminder and follow up phone calls

·       Create Spanish materials, if needed

·       Distribute flyers

·       Outreach

·       Inform on POC programs and services as needed

·       Assist in planning community engagement events

·       Attend to all mandatory violence prevention trainings

·       Report all statistics via Charity Tracker

·       Turn in all forms and receipts monthly.

**Qualifications:**

·       Native Spanish Speaker

·       Previous experience working with vulnerable families and teens preferred.

·       An understanding and passion of low-income and diverse populations

·       Detail oriented

·       Flexible

·       Work well within a team context and have a strong relational focus

·       Basic skills in Microsoft Word, Excel.

·       Data tracking required ensuring appropriate measurable outcomes.

By signing below, I agree to the responsibilities and qualifications to fulfill the position of Teen Program Assistant.

Signature                                                              Date

Executive Director Signature                                                                  Date