Do you enjoy working closely with urban youth, going to shows and sporting events, volunteering in your community? The Isles Youth Institute is seeking a highly dependable, energetic individual to serve as Assistant for the Extended Evening Program (EEP). The EEP provides activities designed to keep youth off the streets between the high-risk hours of 4pm and 8pm. Activities include trips to the theatre; college tours; service activities; education programs in fine art, etiquette, and nutrition; recreational activities; and more.

Successful candidates will have the opportunity to join a highly accomplished team at one of the most innovative and successful nonprofit organizations in the region.

**Essential Functions**

- Serves as chaperone and van driver for student excursions and trips
- Helps prepare for activities by sharing information with students and families, gathering permission slips, creating sign-in sheets, etc.
- Helps publicize and promote EEP activities through social media, informational flyers, communication with students and parents, etc.
- Prepares and presents life skills lessons to students
- Tracks student participation, keeps accurate records and generates reports
- Assists with data entry

**Successful Candidates will have proven success in**

- Demonstrating cultural competency in an urban environment
- Responding calmly and effectively to address unpredictable and sometimes urgent needs
- **Wearing many different hats** to meet changing conditions and changing needs of students, families, staff, and leadership
- Working with people of diverse backgrounds
- Working independently and collegially in a fast-paced, goal-oriented environment

**Education and/or Experience**

- High School Diploma or equivalent
- Experience working with urban youth
- Excellent organizational skills and attention to detail
- Strong written and oral communication skills
- Comfort using technology including a desktop computer, phone, copy machine, and large volume of email messages
- Experience with video making and other media
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment
- Ability to speak Spanish a plus

Applicants should send cover letter and resume to hr@isles.org