

Corazon a Corazon, NFP is seeking an energetic, enthusiastic person fluent in English and Spanish, with excellent communication and computer skills to serve as Assistant Director/Coordinator of Youth Programs. Corazon a Corazon, sponsored by the School Sisters of Notre Dame offers adult one-on-one ESL lessons and provides an After School Program and Summer Camp for children. It is located at 12731 Wood St. Blue Island, IL

This is a full-time (35 hr. week) position with benefits including company health insurance (90% paid by employer) retirement plan, generous paid time off. Salary: \$45,000--\$50,000

The small staff at Corazon commits to working together as a team to accomplish the mission and achieve the “heart to heart” relationships we promote.

**Interested parties please send resume and cover letter to
mriampatrickcummings@gmail.com**

CORAZON a CORAZON

ASSISTANT DIRECTOR/COORDINATOR OF YOUTH PROGRAMS

The Assistant Director/Coordinator of Youth Programs supports the mission and purpose of *Corazon a Corazon* through close collaboration with the Executive Director to ensure that programs are sustainable and well managed in accordance with the values and charism of the School Sisters of Notre Dame.

The Assistant Director/Coordinator of Youth Programs is accountable to the Executive Director.

GENERAL RESPONSIBILITIES; including but not limited to

Administrative

Acts in the absence of the Executive Director
Maintains business and personnel records and all appropriate documents
Assures the smooth running of the office.
Maintains the website
Manages the Donor Base
Designs flyers, brochures, and other marketing materials in Spanish and English
Uses social media as appropriate to promote Corazon

Youth Programs

Utilize positive strategies to promote the social and emotional health of the students
Pre and post-test students to determine academic growth and maintain these records, sharing them with the grant writer to secure funding
Provide, through volunteers, high-quality assistance in math and reading as well as homework help
Work with staff to develop and implement Summer Achievement Camp
Monitor volunteer tutor interactions with students to assure there is a good match
Assist in the training of volunteer tutors and participate in planning ways to show appreciation f
Be the point person between Corazon and Catholic Charities for food services, keeping the necessary records

Additional duties may be assigned by the Executive Director

QUALIFICATIONS/SKILLS:

Excellent interpersonal relations

Fluency in spoken and written English and Spanish

Excellent computer skills: Word, Excel, Publisher, websites

Ability to work collaboratively and independently with a willingness to learn

Creative thinker with the ability to adapt to changing circumstances

Appreciative of cultural differences

