



Puente de la Costa Sur Position Description

Position title: Education Associate II
Classification: Non-exempt, Full-time
Reports to: Education Director
Date: February 2021

Position summary

The Education Associate works closely with Puente's Education Director to strengthen educational opportunities for children, youth, adults and families on the South Coast. The program includes identifying tutoring opportunities for school age children K-12; arranging logistics for programs such as transportation, interpretation, childcare and food; and assisting with tracking program results.

Essential Job Responsibilities

- To ensure increased college readiness, works closely with our high school seniors and college students by keeping accurate Education Plans for each student and identifying available financial aid and scholarship resources.
- Collaborate with other staff in the organization and other agencies to facilitate and deliver education programs
- Enter data for all educational programs and help track and analyze program data
- Promote and administer Puente's Adult Literacy Program for native Spanish speakers, "Plaza Comunitaria"
- Promote and arrange tutoring for students to obtain High School Equivalency Certificate (GED or Hi-SET)
- Facilitate and document ESL classes in Pescadero, including arranging transportation, food, childcare and interpretation needs
- Coordinate tutoring programs for school age children K-12
- Coordinate computer literacy classes, Spanish literacy classes, and other adult education programs as required
- Assist and coordinate youth programming which includes but is not limited to: summer youth program, academic and/or job life readiness youth programming, and any new programs developed
- Coordinate volunteers for education programs
- Provide information, referrals and coordinate efforts to link Puente students and participants to appropriate community services provided at Puente
- Work with Puente's Outreach Coordinator to do outreach for all education programs

Qualifications

- BA in Education, Sociology or related field
- Experience working in a rural community
- Demonstrated proficiency in Spanish and English
- Experience with the admissions process for the UC/CSU and community college systems
- Excellent verbal and written communication skills
- Experience with database systems
- Current California Driver's License and ability to drive to work related functions in and around Pescadero, La Honda, Loma Mar and San Gregorio/Southern San Mateo County area.



Skills Required

- Commitment to Puente's vision of supporting a healthy, inclusive, and sustainable South Coast community
- Works collaboratively with colleagues, institutions and community members
- Extensive experience with identifying and coordinating critical participant needs and leveraging resources to create sustainable programs
- Fluent in English and Spanish, both orally and written
- Excellent computer skills including Word, Excel, Power Point, etc.
- Demonstrated cultural sensitivity and commitment to advocacy for cultural diversity and equity
- Knowledge of the South Coast or experience working in a rural community, preferred
- Flexibility to work evenings and weekends, as needed
- Ability to work independently and manage multiple priorities and projects outlined in various work plans
- Able to multitask and work on numerous projects at one time
- Adapt easily to new protocols and changing environments

To Apply:

Puente offers a competitive salary and benefits package. Please e-mail cover letter, resume, and three references to Lisa Mateja, Human Resources and Administration Specialist at lmateja@mypuente.org.

About Puente

Since 1998, Puente de la Costa Sur (Puente) has worked to build a healthy, sustainable and inclusive South Coast Community. Puente provides vital services for men, women, children and families living in the rural San Mateo South Coast communities of Pescadero, La Honda, Loma Mar, and San Gregorio, primarily farmworker and their families. Puente is a single point of entry to safety net services, health and wellness services, leadership development, and opportunities for community engagement and action. For more information, visit us at www.mypuente.org.

This job description is not intended to be all-inclusive. Duties and/or responsibilities may be added or deleted, as management requires to meet the ongoing needs of the organization.