

## **Metropolitan Family Service Position Description**

**Position Title:** Program Associate                      **Status:** Non-exempt

**Reports To:** Program Coordinator                      **FTE:** 25 hours/week

**Dept/Program:** School Communities Program – Gresham CAFE

**Classification:** 3

**Created:** July 2009                                              **Job Number:** CPA0701

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### **General Description:**

Metropolitan Family Service position descriptions are guidelines. They are not intended to identify every task that an employee will be asked to complete. They are intended as a general outline of the essential work responsibilities and qualifications of the position. Employees are expected to provide whatever assistance is needed so that both the agency mission and individual success will be achieved.

### **General Function:**

Under the general supervision of the Program Coordinator, the Program Associate is responsible for day to day operations and oversight of the MFS Café program.

### **Essential Duties and Responsibilities:**

- The Program Associate provides direction and onsite leadership to Classroom Instructors who provide after school literacy program and ensures the effectiveness of the MFS Café program at a particular program site
- Develop and maintain strong and positive relationships with school staff and partner agencies
- Assist Program Coordinator with recruitment and supervision of Classroom Instructors
- Ensure Classroom Instructors have needed materials and supplies to conduct activities
- Provide assistance to Classroom Instructors as needed
- Conduct weekly staff meetings with Classroom Instructors
- Provide information and assist with linkage to resources as needed
- Attend supervision meeting with Program Coordinator
- Attend regular meetings with Program Manager, Program Coordinator and district Curriculum Consultants
- Organize and maintain personnel records and documentation as required

- Provide data and written reports as required
- Meet regularly with Program Coordinator in support of program services
- Attend regular, on going program and curriculum training as directed
- Comply with Metropolitan Family Service policies and procedures as outlined in the Employee and Supervisory Handbooks
- Effectively and consistently market the organization, communicating about MFS and its programs in a way that is both compelling and on message. Follow marketing guidelines in place when communicating with staff, volunteers, clients, partners, and potential supporters
- Other duties and responsibilities as assigned

### **Knowledge, Skills and Abilities Required:**

- Experience in supervision of staff and volunteers
- General understanding of employment laws, rules and regulations
- Experience in developing and supervision of academic enrichment and/or recreational programs
- Experience working in a public school setting
- Experience working in collaboration with a variety of agencies and programs
- Ability to work independently and to collaborate with Program Associates
- Ability to communicate effectively with a broad range of individuals and groups
- Work effectively within a team-dependent environment
- Values working in a multi-cultural, diverse environment
- Knowledge and competency to operate a personal computer
- Competency in using Word, Excel and database programs
- Possesses strong verbal and written communication skills
- Ability to manage multiple projects simultaneously
- Ability to proactively problem-solve and resolve conflict
- Ability to maintain professional boundaries and confidentiality
- Possesses excellent time management and organizational skills

### **Education and Experience Requirements:**

- BA or BS in education, public service or human services related field; or equivalent related experience
- Fluency and ability to communicate effectively in languages in addition to English is preferred

### **Other Requirements:**

Personal transportation allowing for travel within the Portland Metropolitan area in a timely manner. If driving a personal vehicle must maintain a valid driver license for the state of residency, personal auto liability insurance coverage and a driving record permitting coverage under the agency auto liability policy.

Must pass a criminal background history check.

### **Work Environment:**

Work is normally performed in an office environment and/or at other locations as deemed necessary. May require occasional early morning, weekend or evening work. Position requires ability to sit for extended periods as well as stand occasionally. Position requires use of computer, telephone, fax machine, copier and may require accessing locations by use of stairs.

**Application Instructions:** Submit resume and cover letter by email at [humanresources@metfamily.org](mailto:humanresources@metfamily.org) or fax at (503) 249-1480 or mail MFS, 2200 NE 24<sup>th</sup> Avenue, Portland, OR 97212, Attn: HR. Please indicate position title and reference Job# CPA0701 in subject line or in cover letter. Position is open until filled. No phone calls please.

Metropolitan Family Service is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Diverse and bilingual/bi-literate candidates are encouraged to apply. Older adult applicants are also encouraged to apply. MFS is an Equal Opportunity Employer.