



**Job Title:** Program Assistant  
**Department:** Revere Community School, Talent and Culture  
**Location:** East Wing, Revere High School, 101 School Street, Revere, MA  
**Hours:** Variable up to 14-16 hours per week- Monday through Thursday 3:30-7:30 pm  
**Salary:** \$17.70 per hour starting August 2024. This is a non-union position.

The Revere Community School is the City of Revere Adult Education program that has been serving residents of Revere and neighboring communities since 2013. Our mission is to unite lifelong learners with community and partner resources to empower adult learners and encourage workforce development.

Revere Community School is seeking a Program Assistant to assist with registration, admission, and office duties. The main duties are to address students and callers' issues, along with common program information. You will monitor the program email and inbox and answer questions over the phone, and in person. We are looking for someone efficient, reliable, can multi-task, and is comfortable being a member of a team. The ideal candidate for this job should be resourceful, culturally sensitive, and willing to work with a diverse group of people. **We are looking for someone who is bilingual in English and Spanish and has good technology skills**

The Revere Community School (RCS) goal is to continue increasing the program enrollment rate and retain students. The Community School primarily focuses on providing ESOL, Citizenship, HiSET, Computer, Spanish, workforce development, financial literacy, and social services to empower immigrant communities' speakers of other languages and economically disadvantaged people. Many of the learners are low-income, newcomer immigrants with language barriers and no job or working in low-paying jobs. Some are high school dropouts who are looking to attend college, gain employment and/or obtain a better job. Our vision is to provide our learners with the knowledge and skills they need to be successful in their personal and professional lives and access links to vital resources. We want to empower them to engage in their community, enrich their lives and well-being, and broaden their social networks

**ESSENTIAL FUNCTIONS:**

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position

- Welcomes visitors by greeting them, in person or on the telephone; answering inquiries and directing them appropriately according to their inquiries
- Helping with student registration and placement tests.
- Helping with program outreach by preparing and providing informational brochures and flyers to partners and posting on sites and at community events;
- Performs other clerical duties such as filing, photocopying, faxing, and scanning;
- Work with staff to design and maintain communication tools such as websites, flyers, registration forms, surveys, Facebook, and Twitter (X) ;
- Provide verbal and written translations in Spanish and English;
- Maintain program database, including registration and course lists
- Make regular calls to students and others to confirm registration and attendance to classes
- Perform other duties as assigned by the Program Director and Coordinator.

### **Qualifications**

A minimum of one year of relevant experience

A high school diploma is necessary and/or a college degree.

Proficiency in Microsoft Office and Google Application

Bilingual in English/Spanish is required.

### **Skills**

In addition to relevant experience and secretarial and administrative knowledge, the ideal candidate will show evidence of the following:

- Good written and oral communication skills in English and Spanish;
- The ability to work under pressure and tight deadlines;
- Telephone and customer service Skills
- Excellent interpersonal skills;
- The ability to show initiative;
- Reliable and flexible
- Discretion and an understanding of confidentiality issues;
- Technology and social media savvy;
- Professionalism;
- Good manners and culturally sensitive;
- Team player attitude;
- Problem solving ability.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

How to Apply: **City of Revere Website** and or

Email your resume and cover letter to [fdrammeh@revere.org](mailto:fdrammeh@revere.org)

Dateline for application: **August 16, 2024**