

Centro Tyrone Guzman

Position Title: Education Department Administrative Assistant (Full-time)

Direct Supervisor: Education Department Administrator

Centro Tyrone Guzman, a multi-service non-profit organization serving low-income Latino families in the Twin Cities, is seeking an experienced Education Department Administrative Assistant. Centro Tyrone Guzman's Education Department includes the following programs: Siembra Montessori, Be@School, and Raices Youth Development. The Education Department Administrative Assistant will work closely with and under the direction of the Education Department Administrator to coordinate Siembra Montessori's early childhood program and family engagement. This is a full time position, available immediately.

Responsibilities include:

- Collect data and maintain accurate program records for Siembra Montessori and family engagement activities
- Assist the Administrator in preparing reports to funders and stakeholders
- Compliance with city, state and federal regulations, including DHS Rule 3
- Coordinate day-to-day program logistics, including CACFP food program
- Assist in facilitating family engagement projects and events
- Maintain positive communication and collaborative relationships with parents/guardians
- Make appropriate internal/external referrals for program participants/families
- Foster collaboration with local schools, universities, community organizations, and business to enhance the development of Siembra programming
- Coordinate community outreach and child/adolescent enrollment processes
- Assist in planning and facilitating special events
- Complete special projects as assigned by Education Department Administrator
- Occasional direct service with children as needed or assigned (as substitute assistant teacher)
- Maintain private and confidential data in accordance with state and federal laws
- Other duties as assigned

Qualifications:

- 2 or 4 year degree in Education, Social Work, or related field
- 2+ years experience working with Latine communities in education, social or human services
- Experience working with children
- Bilingual, bicultural (English/Spanish), excellent written/oral communication skills both languages
- In-depth understanding and appreciation of Latine cultures
- Montessori experience preferred
- Strong interpersonal and organizational skills

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- Ability to establish and maintain collaborative relationships with children, parents, and staff of diverse cultural and socioeconomic backgrounds
- Have a positive and open attitude towards children/families
- Demonstrated ability to work independently and as part of a team
- Demonstrated understanding of issues facing Latine communities, especially children and families
- Ability to work some evenings and occasional weekends
- Must have or complete First Aid/CPR upon hire
- Must pass a background check
- Valid MN driver's license

Job details

Location: Minneapolis, MN

Classification: Full-Time, Hourly

Schedule: 40 hours/week, schedule may vary, will include occasional evenings and/or weekends.

Salary is \$16.00-\$17.50/hr DOQ. Applicants are requested to submit a cover letter, resume, and three (3) professional references.

Email application materials to: cfischer@centromn.org

Position will be open until filled.

Centro Tyrone Guzman is an equal opportunity employer

All qualified applicants will receive consideration for employment, regardless of their race, color, creed, religion, national origin, gender, disability, age, marital status, ancestry, sexual preference, or status with regard to public assistance.

To learn more about Centro Tyrone Guzman, please visit us at www.centromn.org. We are also listed with Charities Review Council and Guide Star.