



## **Community Literacy Program Associate - Detroit Position Description**

### **Organization and Background**

Center for Success Network is a nonprofit organization committed to impacting youth through education and exposure to social interactions and activities. We believe that if we impact the next generation, we change our collective future.

### **Our Mission.**

Our mission is to unite community and literacy to empower students in their journey of education.

### **Our Vision.**

Our vision is to vitalize our community's relationship with literacy by creating training and a supportive village that increases the knowledge, skills, mindsets and avenues for connected contribution to grade level reading proficiency. Our collaboratively rich programs ignite a passion for education that inspires students to thrive academically within safe spaces and intentional learning structures where students connect with dedicated mentors for guided, specified literacy interventions. We pave the way for community contribution towards children's lifelong love of learning through reading.

### **Organizational Values:**

Diversity, Community, Connection, Growth

### **Position Description**

The Center for Success Network Program Associate supports the Program Coordinator to ensure successful planning and implementation of in person programming, as well as engaging CFSN staff and volunteers. The Program Associate will report to the Community Literacy Program Coordinator and work collaboratively with other in-person sites to ensure program quality and consistency.

Job responsibilities include:

#### **1. Program Planning and Implementation:**

- a. Assist with the planning and executing engaging enrichment lessons and connect with outside providers to schedule and promote reciprocal enrichment programs
- b. Support meal delivery and service through OLSHA/Meet Up Eat Up while

- adhering to all policies and procedures.
- c. Analyze student assessments to create individual learning plans for student folders.
- d. Foster a sense of belonging and community for all students, recognizing and addressing systemic barriers that may hinder some students' access to academic and social-emotional growth.
- e. Center racial equity and inclusion in all teaching practices and decision-making processes.
- f. Maintain a clean and organized space

**2. Mentor and Learning Support:**

- a. Collaborate with Program Coordinator to provide mentors with completed weekly lessons based on student assessments and individual goals and provide written feedback on mentor logs after every session.
- b. Work collaboratively with the Program Coordinator to effectively provide guidance, training, and performance management to train, supervise, and retain mentors and interns.
- c. Work collaboratively with the Program Coordinator to match students and mentors to facilitate strong relationships.
- d. Support the Program Coordinator with mentor onboarding
- e. Support the Program Coordinator in administering literacy assessments to students at the beginning, middle, and end of the year.

**3. Outreach and Recruitment:**

- a. Ensure full student enrollment by actively reaching out and recruiting participants in the community.
- b. Support the Program Coordinator in overseeing the successful implementation of all programming, including planning and logistics, outreach, and participant communication.

**4. Program Evaluation and Data Collection:**

- a. Ensure accurate attendance and academic database records of volunteers and students by given deadlines.
- b. Support the Program Coordinator in administering literacy assessments to students at the beginning, middle, and end of the year.

**5. Organizational Success:**

- a. Attend all applicable recurring meetings, including ELC, team and staff meetings.
- b. Share stories and support the organization in telling the CFSN story.

**Qualifications**

The successful candidate must believe in the core organizational values of Center for Success and be driven by the organization's mission and vision. The candidate should demonstrate a passion for

expanding CFSN with a professional, dynamic, positive approach to building relationships to support the organization's growth. We are seeking a high-energy Program Associate who is mission-driven and self-directed, skilled in volunteer management, and excited about working in a collaborative environment. Candidates should possess the following qualifications:

- Bachelor's degree preferred, Elementary Education or Social Work certification preferred
- A clear understanding of academic and literacy development, with experience using assessments to drive instruction and/or a clear understanding of Social Emotional development
- A passion for working to help children succeed
- Ability to plan, prioritize, and coordinate multiple projects simultaneously
- Excellent interpersonal and written communication skills
- Commitment to efficient use of resources
- Experience managing a large number of volunteers and/or students
- Experience with email, databases, Google Applications.
- Experience in a results-oriented, relationship-focused teaching or youth development role
- Reliable transportation required

### **Salary**

Salary ranges from \$18-\$20 hourly based on education and experience. Position is in person, up to 25 hours weekly.

### **To Apply**

Please send a detailed cover letter that captures why this position is a great match for your skills and interests, along with your resume to [heidi.miller@center4success.org](mailto:heidi.miller@center4success.org). Please include the job title in the subject line.