LITTLE LIGHTS

Program Assistant at Jubilee Center

REPORTS TO:
Program Coordinator

ABOUT US:
Little Lights has been serving underserved youth and families in Washington, DC, for more than 30 years. Currently, Little Lights provides holistic programs to underserved children, youth, and families in the city. Little Lights' programming includes academic tutoring, one-to-one mentoring, summer programming, college and career support, and spiritual programs for children.

JOB PURPOSE:
Supports After-School Program at Jubilee Center

DUTIES AND RESPONSIBILITIES:
- Supports After-School Program at Jubilee Center
- Support Meal Time at the After-School Program
- Support Chill Area at After-School Program
- Other duties as needed or assigned

PREFERRED QUALIFICATIONS:
- Flexible and teachable
- Minimum of 1-3 years of experience working with underserved youth and/or working with children in an academic setting
- Caring and patient heart
- Excellent communication skills
- Comfortable in a faith-based environment

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:
Must have the ability to walk up and down stairs.

PAY:
$18 to $24/hr, depending on experience and skill level

START DATE:

As soon as possible

LOCATION:

Program site: Jubilee Center, 2600 Minnesota Ave, SE, Washington, DC 20020

TO APPLY:

Send your cover letter and resume to admin@littlelights.org. Include "Program Assistant" in the subject line. No phone calls, please.