



# African Community Housing & Development

## Education Assistant

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Location: SeaTac, WA

FLSA Status: Exempt

Duration: Part-time, Limited (30 hours a week through August 2021)

Salary: \$30/hour

Reports to: Program Director

Prepared/Revised Date: April 9, 2021

## About the Company

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African Community Housing & Development (ACHD) is a community-founded organization led by African Diaspora with the mission of achieving equitable health, housing, economic development, as well as legal and educational services for African-descent immigrant and refugee communities, families, and individuals in King County. ACHD's vision is to have an informed African immigrant and refugee community that is engaged in the holistic development of their families, communities, and environment. ACHD achieves its goals through educating the community and sharing community-based tools to mitigate inequity. ACHD focuses on equitable and culturally relevant health, legal, and educational services; housing stability and economic development; and land-use, real estate, and property development.

ACHD understands the historical values and the importance of organizing, strengthening, and honoring collective wisdom. ACHD collaborates with many organizations working on similar goals throughout south King County, including community-based organizations, small business owners, parent groups, and coalitions.

## About the Position

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The Education Assistant will work closely with the Program Director and other Education team members. The Education Assistant works with Midway Elementary and McMicken Elementary families through after-school tutoring and one-on-one case management. This includes development and implementing curriculum that helps parents and children build social connections with teachers and others in school.

**Essential Duties and Responsibilities** include the following.

### *Positive Family Connections*

- Develop and maintain relationships with Highline School District, particularly Midway Elementary School and McMicken Elementary School.
- Develop and maintain relationships with parents and families, including recruiting of parents and youth to participate in the program
- Collaborate with Program Director and other Education team members to develop and implement curriculum to help parents and children build social connections with teachers and others in school
- Work closely with case management staff to provide one-on-one case management and support for families participating in the program

- Provide information to the Program Director, Associate Director, Executive Director, and Grants Manager to support researching and writing grants, building relationships with funders and corporate donors, responding to RFPs and RFQs, and general fundraising activities
- Work with the Program Director, Associate Director, and Executive Director to implement Board decisions as needed

### **Position Requirements**

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*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

Note: ACHD emphasizes a highly collaborative approach that is rooted in equity and co-learning. Supervisors are to lead with equity and humbleness, recognizing that each staff member brings a highly valuable and essential background and perspective. Accordingly, supervisors are also accountable to staff members, working to ensure they (supervisors) are meeting the needs of staff and providing a healthy and safe environment where feedback and learning is two-way. In other words, supervisors should work to build a positive environment where staff and supervisors learn together, and mistakes are considered a healthy part of personal and professional growth.

### **Education and/or Experience:**

This candidate should have 2 years of experience in an education setting. Bachelor's degree in education or public health preferred.

Ideal candidates will also have a background in public health with an emphasis on social, emotional, and mental health for families of diverse backgrounds.

### **Certificates, Licenses, or Registrations:**

None

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Office suite, specifically Excel and Office.

### **Language Requirements:**

Fluency in English and one or more of the following required: Somali, Amharic, Tigrinya, or Swahili.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to sit at a desk for long periods of time, as well as stand and be on their feet for long periods of time during community events. Occasionally required to lift heavy materials.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly in an office setting. Travel within south King County required to attend community meetings, workshops, and events.

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Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. ACHD believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her/their services wherever and whenever necessary to ensure the success of the organization.

**Employee Acknowledgement** [OPTIONAL]

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I have reviewed this document and understand the responsibilities of this position.

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**Employee Signature**

**Date**