



Program Assistant (TTC) JOB DESCRIPTION

Send cover letter and resume to HR@vsedc.org

Reports To: Program Coordinator (TTC)
FLSA Classification: Part-Time, Non-Exempt
Department: Teen Tech Center
Location: 6109 S. Western Ave, Los Angeles 90047

Position Summary:

The South LA Best Buy Teen Tech Center in Partnership with Vermont Slauson Economic Development Corporation (VSEDC) seeks an individual to run an innovative program where technology meets imagination. The Teen Tech Center, established with the support of The Clubhouse Network in collaboration with the MIT Media Lab, Annenberg Tech, PledgeLA, and other community organizations, offers young people (ages 10 to 24) from inner-city neighborhoods the opportunity to work on projects they find meaningful to their lives, using computers and technology. The program provides support and resources for young people to pursue their interests and build upon their talents. In The Best Buy Teen Tech Center, youth can create their own music, art, newsletters, robots, science simulations, computer games, websites, apps, films, animation and more!

Essential Duties and Responsibilities:

- Provide community outreach to involve a diverse group of young people, parents, teachers, and community leaders in the program.
- Help Clubhouse members develop projects (e.g., help them come up with ideas, gather materials, get started, locate mentors to work with them, and support their ongoing work).
- Recruit, train, and support volunteer mentors, ensuring they work effectively with youth.
- Support youth in planning for the future, including pursuing academic and job opportunities that leverage their Clubhouse skills and experience.
- Provide basic computer maintenance, including file management, troubleshooting, and technical support to Clubhouse youth and mentors.
- Provide administrative support for the Clubhouse program, including keeping records of participants and keeping the Clubhouse space organized.
- Assist "parent" organization in fund-raising and publicity for The Clubhouse, communicating Clubhouse philosophy, goals, and results to external sources.
- Participate in The Clubhouse Network, attending Network meetings, sharing ideas and issues, and supporting collaborative projects across Clubhouses.
- Support other programs and activities of the "parent" organization with Clubhouse/ Best Buy expertise and resources, as time permits.
- Create & maintain media relationships
- Organize Award Ceremonies, Showcases & other events
- Coordinate training boot camps and workshops with partnering organizations.
- Contributing to the creation and implementation of innovative "classroom to conference room" learning models.



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- Creating and conducting youth impact surveys.
- Collect and manage member data.
- Ensure compliance with all supporting grants.
- Create reports (monthly, quarterly, annually)

QUALIFICATIONS:

- Experience working in an office setting with knowledge of administrative and clerical procedures.
- Excellent verbal and written communication skills.
- Experience working in a collaborative environment preferred.
- Familiarity with the target area and its cultural diversity is a plus.
- Valid California Driver's License and Liability Insurance and an automobile in good working condition.
- Flexible with working hours, including evenings and weekends.
- Experience in marketing and social media.
- Have strong reading, writing, and communication, as well as good customer service skills.
- Be adaptable to changing, fast-paced working environments and react well under pressure.
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Demonstrate accuracy and thoroughness; look for ways to improve and promote quality, apply feedback to improve performance, and monitor own work to ensure quality performance.
- Exhibit great organizational skills and ability to meet deadlines and follow through.

DETAILED OUTLINE OF QUALIFICATIONS

Desired skills and experience:

- Proven track record working with youth, in particular, young people from underserved neighborhoods.
- Work experience in an informal learning environment.
- Experience with computers and interest in technology as a creative and empowering tool.
- Demonstrated ability to reach out to youth, parents, educators, and community leaders.
- Interpersonal skills, including an ability to get along with people of diverse backgrounds and abilities and a talent for making people feel welcome and included.
- A passion for learning and helping others to learn.
- Excellent organizational & project management skills.



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Education/Experience:

College degree not required but preferred.

Supervisory Experience: N/A

Language Ability:

- Have strong reading, writing, and communication skills; possess a thorough knowledge of laws, regulations, and guidelines related to confidentiality and mandated reporting. Fluency in Spanish is highly desired. High-level emotional intelligence as well as social skills and good customer service skills.

Math Ability: Basic math skills required.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Be adaptable to changing, fast-paced working environments and react well under pressure.
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Demonstrate accuracy and thoroughness; look for ways to improve and promote quality, apply feedback to improve performance, and monitor own work to ensure quality performance.
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Computer Skills:

To perform this job successfully, an individual should be familiar with MS Office Suite [Word, Excel, PP]. Understand how to navigate the internet for research projects, the ability to navigate positively on various social media sites. Ability to attach documents and files to emails.

Certificates and Licenses: CPR/First Aide (provided by VSEDC)

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment can be moderate at times. Must possess the ability to work in a fast pace environment.



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Physical Demands:

There are physical demands required in this position.

Occasional community work and/or various community outreach events [e.g. health fairs, faith base meetings. At times may be standing for up to one hour at any given time, some walking. Ability to lift file box weighing between 15 to 40 pounds.

I acknowledge that the above job description is an outline of what is expected of me and it is not all inclusive. Management has the right to change, alter or add additional projects, duties, and/or tasks according to the needs of the organization with or without official updating.

Employee Acknowledgement _____ Date: _____

Supervisor Acknowledgement _____ Date: _____