

Holy Family Ministries  
The Peace Exchange  
Program Assistant (part time)  
Job Description and Criteria

Send resume to [hcervantes@hfm.org](mailto:hcervantes@hfm.org)

1. As an at will employee and Program Assistant for TPE, you are expected to:
  - A. Assist program manager with program logistics as assigned.
  - B. Type and report meeting minutes of weekly staff meetings and other meetings as assigned.
  - C. Assist in the *Speaking Peace, Peace Explorers and Peace Builder* program:
    - i. Help as an aid-instructor for *Speaking Peace* as assigned.
    - ii. Assist in coordinating with schools, churches, and other community organizations and partners to conduct our *Speaking Peace, Peace Explorers and Peace Builder* programs.
    - iii. Gather and tabulate pre and post data specific to assessing the effectiveness and impact of the leadership development and our programs.
      - Set an example of good character.
      - Support the administration and Holy Family community in their joint mission of helping to see God's love, care and direction in their lives and in the world around them.
      - Devote 15 hours per week to your TPE activities.

#### Applicant Criteria

#### Desired Qualifications:

- Be enrolled in college/university
- Bachelor's Degree in education or social service preferred
- Customer service skills with a friendly and positive attitude
- Able to work independently without much supervision
- Able to work as a team member
- Minimum of 1 year of work experience in a position of significant responsibility within a school/educational/organization setting.
- Minimum of 1 year of experience working with youth, parents, and community members.

- Effective communication and organizational skills; i.e. strong writing, research and presentation skills.
- Relevant experience in youth leadership development and social emotional
- Experience and commitment to working with urban Latino and Black youth and communities.
- Highly motivated, dedicated, self-starter, and detail oriented.
- Experience in forming relationships, youth development, community building, and networking.
- Computer literacy is required - Microsoft Word and Excel as well as Google Suites, Graphics knowledge a plus.

Salary range is \$20 - \$25 per hour depending on experience.