Summer 2020 Family Engagement Associate
Part-Time, Temporary
Multilingual in English & Spanish or Multilingual in English & Mandarin

About GO Project
GO Project’s vision is to close the opportunity gap for all under-resourced families who have children that are struggling in their New York City public school. By providing access to coordinated, comprehensive, and effective programs, GO supports families in ensuring their child’s success in school, at home, and in life.
Founded in 1968, GO Project has a long history of serving public school children that are struggling academically. GO Project currently serves over 700 students in grades K-8 through our summer (GO Summer) and school year program (GO School). Unique to the GO Project model is the partnership we have developed with independent schools in Lower Manhattan and Brooklyn. These schools donate space and resources to GO Project to enable us to operate our programs in a cost efficient manner. Current independent school and host site partners include Grace Church, Grace Church School, LREI, Avenues: The World School, St. Luke’s, and Berkeley Carroll.

GO Project was named a semi-finalist for the Nonprofit Excellence Awards, was named one of the most effective summer program models in the United States by the National Summer Learning Association, and was highlighted as an effective out-of-school time program as part of American Graduate Day on PBS. GO was also recognized for its outstanding board leadership as a finalist for the Brooke W. Mahoney Award. Please learn more about our programs and outcomes.

Program Description
During GO Summer 2020 Online, students will receive academic instruction and skill building from July 6 - August 7. They will also receive enrichment instruction and social emotional engagement opportunities. Our Head Teachers lead lessons, support teaching assistants and student teachers, and communicate students’ progress with GO Families. Classroom sizes are kept small, and the instructional staff will work 1:1 with students to support their learning. The Family Engagement Associate will work to ensure students and families are successfully participating in the summer program.

Position Description
GO Project is seeking a part-time, temporary family engagement associate for our GO Summer program. This position reports to the Director of Community Engagement with the following responsibilities:
- Enter student and staff attendance into an online document each morning.
- Make phone calls to families of children who are absent for the day and document responses according to guidelines.
- Translate written instructional materials from English into a second language (Spanish or Chinese) to ensure families are able to engage with materials and support their students’ learning.
- Support communication between instructional and families as needed.
- Maintain a digital binder with all program information including schedules, emergency contact information, medical information, meetings, etc.
Qualifications

- Fundamental belief in the GO Project mission.
- Excellent interpersonal, organizational, oral, and written communication skills.
- Familiarity with diverse cultural backgrounds.
- Strong computer skills, including navigating Google Sheets, Google Docs, Google Voice, and more.
- Demonstrates multilingual fluency (in English and Spanish or in English and Mandarin) with experience translating written documents and strong spoken fluency.

The ideal candidate is exceptionally intelligent, warm, engaging, and energetic. They also:

See the possibilities as opposed to the obstacles and is creative and tenacious in solving problems.
Enjoy working with others in a collaborative, creative environment.
Have a strong work ethic and high standards for their own work and the work of others; is flexible and has a lively sense of humor.

The ideal candidate is also able to clearly demonstrate GO Project Core Values:

- **Achievement.** We work together to create opportunities to unlock the potential in ourselves and in others.
- **Support Diversity.** We value the different backgrounds, talents, perspectives, and experiences of our diverse community.
- **Participate & Innovate.** We are actively engaged in the relentless pursuit of the organization’s mission through our approach to the work.
- **Integrity.** We adhere to the highest standards of ethics, professionalism, and mutual respect amongst our community.
- **Responsibility.** We take accountability for ourselves, our decisions, and the people and programs that we oversee.
- **Effort & Enthusiasm.** We commit to a conscious exertion of hard work with strong excitement and motivation.

Compensation Range: $18 - $20/hour

**GO Summer Reporting Times:** M-F, July 6 - August 7 from 9:00am – 2:00pm with a training day the week of June 29, timing TBD

How to Apply

If you are interested in applying to this position, please send a resume and cover letter that references your language skills to rdarugar@goprouctnyc.org Email subject line: Family Engagement Associate. No phone calls will be accepted. GO Project values the diversity of its employees and is an Equal Opportunity Employer.