



# BRIDGING CULTURES COMMUNITIES & GENERATIONS

CISC, a non-profit organization, helps immigrants throughout King County achieve success by providing information, referral, advocacy, social, and support services.

## JOB ANNOUNCEMENT

**TITLE: Summer Learning Program - Assistant Program Specialist**

**REPORTS TO:** Youth Program Coordinator and Youth Development Program Manager

**HOURS:** Temporary, Part-time, Non-exempt position (20 hours/week)

**SCHEDULE:** Mondays – Thursdays 11:00am-4:00pm, 8 weeks (June 30, 2025-August 21 2025)

**PAY RATE:** \$20.76 per hour

**BENEFITS:** Sick and Safe Leave accrued at the rate of one hour per 40 hours worked.

**JOB SUMMARY:** CISC is a non-profit organization, founded in 1972, that supports immigrants and their families by creating opportunities for them to succeed, while honoring their heritage. We provide youth, family, and senior services including preschool, after-school, ESL/naturalization, in-home care case management, and healthcare navigation programs. We serve Chinese, Russian, Latino, and other immigrant communities at our office locations and numerous community-based sites throughout King County, Washington.

The **SLP Assistant Program Specialist** is part of the Summer Learning Program within the Family and Youth Program. The position will work closely with the Program Specialists, Youth Development Program Manager, Youth Program Coordinator. This position will be responsible for planning and implementing summer learning program including academic enrichment activities, cultures, STEAM, physical activity, health and social emotional learning.

### JOB DUTIES:

- Plan and implement Summer Learning program activities that focus on academic support and enrichment including cultural activities, STEAM activities, physical activities, health, social emotional learning and field trips.
- Monitor academic and social emotional progress of youth regularly.
- Communicate with program staff regularly to tailor individual service plan to meet each child's learning needs.
- Coordinate with Program Specialists and volunteers to assist at the program.
- Track student outcomes and adhere to contract requirements.
- Conduct program evaluations and prepare reports in a timely manner.
- Attend training as well as agency and program related meetings.

### QUALIFICATIONS:

- Age 16 or above with at least 1 year's experience in providing academic and enrichment support to youth.
- This position is open to current high school students and does not have a minimum educational requirement.
- Preferred: Previous volunteer experience with CISC's After School Program or Summer Learning Program
- Preferred: Bilingual ability in Chinese (Mandarin and/or Cantonese)
- Good communicator
- Team player with ability to lead
- Excellent people skills
- Experience and ability in working with limited English-speaking Asian immigrant youth and families



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**LOCATION:**

CISC Office  
611 South Lane Street  
Seattle, WA 98104

**APPLICATION:**

Submit resume and cover letter to:

CISC  
Attn: Human Resources  
611 South Lane Street  
Seattle, WA 98104

Or email resume and cover letter to:

[jobs@cisc-seattle.org](mailto:jobs@cisc-seattle.org)

**CLOSING DATE:**

**Open until position filled**

**CISC is an Equal Opportunity Employer**

*CISC is an Equal Opportunity Employer and dedicated to a policy of non-discrimination in employment on any basis including race, color, creed, citizenship status, national origin, ancestry, gender, genetic information, sexual orientation, gender expression or identity, age, religion, pregnancy or pregnancy-related condition, physical or mental disability, marital status, veteran status, political affiliation, or any other characteristic protected by law. Reasonable accommodation will be provided for persons with disabilities.*