



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

JOB ANNOUNCEMENT

TITLE: Youth Program Tutor

REPORTS TO: Youth Program Coordinator and Youth Development Program Manager

HOURS: Part-time 0.60 FTE (25 hours), non-exempt position, position is expected to end June 2026

PAY RATE: \$27.04 per hour (depending on experience)

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.

Our core values are Community, Compassion, Empowerment, Equity, and Inclusion. Read more about our core values, Land Acknowledgement, and equity statement at cisc-seattle.org/about-us.

The **Youth Program Tutor** is part of the After-school Program within the Family and Youth Program. The position will work closely with the Youth Development Program Manager, Youth Program Coordinator, other Youth Program Tutors. Plan and implement After-school program academic enrichment activities, English Literacy, Mathematics, Cultures, STEAM, Social Emotional Learning.

JOB DUTIES:

- Plan and implement daily After-school program activities that focus on academic support and enrichment including English Literacy, Mathematics, Cultures, STEAM, Social Emotional Learning.
- 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 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 trainings as well as agency and program related meetings.
- Submit documents with time manner.

QUALIFICATIONS:

- Bachelor's degree in education or related human services field, or AA degree with at least 2 years' experience in providing academic support to youth
- 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
- Employees must reside in Washington state and be within a reasonable distance to their King County worksite to respond to workplace reporting requirements. (This position is an on site position at our Seattle office)



BENEFITS:

- Accrue up to 4.8 hours paid sick leave per month
- Accrue up to 4.8 hours paid vacation per month
- Accrue up to 3 paid floating holidays annually (prorated for part time staff)
- 11 paid holidays annually (prorated for part time staff)
- 401k Retirement plan after meeting eligibility requirements (with employer discretionary contribution + matching contribution)
- Transportation stipend (available for staff required to work at the Seattle office location)

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

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.