



FEDERAL WORK STUDY EMPLOYMENT

FWS Job Description: Youth Programs Assistant

Reports To: Resident Programs Manager

Location: Sacramento, CA

Time Commitment: 6-12 hours/week; duration of fall and spring school semester, 9 month commitment highly encouraged

Hours Available: Monday –Friday 3pm-6pm

Compensation: \$11/\$12 per hour

SUMMARY

Mutual Housing California develops, operates and advocates for sustainable housing that builds strong communities through resident participation and leadership development. Mutual Housing owns and operates more than 1,000 homes in 19 multifamily communities.

Mutual Housing is recruiting individuals eager to utilize their education and skills in a non-profit organization. The Youth Program Assistant will work collaboratively with the Resident Programs Manager and on-site Community Organizers to implement a variety of community enrichment programs and activities for youth grades K-12 in a multi-family housing community. Responsibilities will include, but are not limited to:

- Implement homework support and tutoring program for youth in Mutual Housing communities
- Lead enrichment activities that may include teen clubs, arts, physical fitness, nutrition, and organization and study skills
- Work with Resident Programs Manager and Community Organizer to develop and implement activities that enhance leadership skills in youth
- Proactively build youth participation in developed programs through regular and consistent direct outreach to students and parents in the community

DESIRED SKILLS AND CHARACTERISTICS

- Interest and experience working with youth
- Ability to work collaboratively on a team and independently on assigned tasks
- Leadership and organization skills
- Critical thinking skills to work through challenging situations
- Strong interpersonal communication skills
- Ability to speak Spanish, Russian, or Hmong, as well as English preferred
- Experience working with diverse populations

REQUIREMENTS

Job description and announcement can be located on Hornet Career Connection. **In order to be considered, applicants MUST meet and submit the following:**

- Student at California State University Sacramento (CSUS)
- Be eligible for federal work study
- Submit resume to, George@mutualhousing.com

DEADLINE: Friday, September 14, 2018