

Community Based Federal Work-Study Job Description

Name of agency: KEDILA FAMILY LEARNING CENTER

Mailing address of agency: 1922 S. SALCEDO STREET, NEW ORLEANS, LA 70125

Job title: PROGRAM ASSISTANT

Location where student will perform job (if different from above): Virtual/Remote Work.

Classification (e.g. reading tutor, classroom helper, program assistant, etc): PROGRAM ASSISTANT

Supervisor's name: DIPO MOSADOMI

Purpose/role within organization: Assist the organization in program maintenance, data collection, analysis and grant research

Duties and responsibilities associated with the position: *If reading to/with children is involved in any capacity, please state in duties.* ASSIST THE DIRECTOR, WITH RESEARCH FOR GRANTS, DATA MANAGEMENT, PROVIDE GRANT WRITING ASSISTANCE, OCCASIONAL OFFICE MANAGEMENT AND ADMINISTRATION ENGAGEMENT, SOCIAL MEDIA UPDATES.

General qualifications for position: Must show proof of COVID vaccination and possess a personal computer to complete assignments. Other qualifications include COMPUTER LITERATE, Working knowledge of SOCIAL MEDIA, GOOD COMMUNICATION AND WRITING SKILLS, and strong WORK ETHICS

Pay: \$10/hr (CBFWS students may also get paid for travel time)

Dates of employment: no earlier than August 23, 2021 through May 14, 2022

Student must complete Loyola's employment training prior to employment and be approved to work by OCELTS before work begins.

Evaluation procedure and schedule: All supervisors will evaluate student performance at the end of the academic year. The evaluation is online. Students may or may not be present while employers evaluate students.