

Tutor/Resident Services Coordinator

Part Time – Los Angeles

This position demands a high energy, extremely motivated, customer service oriented person who is self-motivated and has the ability to work with people of all ages. A particular emphasis for this property is the after school Learning Center where our school age children have the opportunity to participate in tutoring sessions and receive homework support. Our property is a family community in the Chinatown District of Los Angeles. In addition to the Learning Center the coordinator will develop community partnerships and on occasion plan and lead community workshops and events that may focus on financial planning, health, nutrition and parenting workshops, computer classes and social events.

A successful candidate will have:

- **the ability to speak both English and Chinese (mandatory).**
- the ability and desire to work closely in our Learning Center with children from varied cultural, ethnic, and socioeconomic backgrounds, while practicing patience, positivity, and respect.
- the ability to create a peaceful learning environment for grade school and middle school aged children, where rules and guidelines are established and enforced.
- experience tutoring in a one on one setting.
- the ability to develop and coordinate resident programs (educational, recreational, financial, vocational, etc.) that expand individual opportunity, while planning social activities and events that build a sense of community.
- the ability to procure donations, recruit volunteers, and elicit resident participation in order to minimize operating costs by maximizing community contribution (i.e. time, money, materials, expertise, etc.).
- experience working with a culturally, economically, and generationally diverse population.
- the computer program (Word, Excel) and internet navigation skills necessary to lead a basic computer class, help residents find web-based information, and fulfill any computer related job requirements (such as designing and producing flyers, newsletters, calendars, creating basic spreadsheets, communicating via email, compiling work related research, etc.).
- exceptional writing skills.

This position requires:

- an innovative, energetic, self-motivated, and creative leader.
- a talent for working with people of all ages, especially children.
- a friendly and approachable demeanor.
- a genuine desire to improve the lives of others and a commitment to serve a diverse residential population.
- excellent time management skills.

This is a part time position starting at 20 hours per week. Hours are Monday – Thursday 12:30 – 5:30pm but may vary on occasion and require some evenings. Compensation is based upon experience.

Chosen applicants must submit to a background check and may be subject to drug testing.

Please respond with your cover letter and resume outlining your qualifications to tracy@ffah.org.