

CAREER OPPORTUNITY

Title: Associate Director Nettie Bailey Student Achievement Program (NBSAP)

FLSA: Exempt; Full-time

Location: Breakthrough-FamilyPlex 3219 W. Carroll Ave. Chicago, IL 60624

We are Breakthrough

Breakthrough's after-school program focuses on teaching elementary school students essential math and literacy skills and is recognized by the Illinois State Board of Education as a 21st Century Community Learning Center.

Position Summary:

The Associate Director Nettie Bailey Student Achievement Program (NBSAP) performs various tasks including but not limited to:

- Assist with the planning, management, oversight of the daily operations of the year round youth development programs including but not limited to NBSAP, Summer Studies, Summer Camp, Adjusted Program etc.
- Assist with managing student discipline.
- Assist with planning student Choice Academies.
- Supervise TA program staff, by conducting classroom observations, training staff on policies, procedures, and educational methodology/best practices and coaching performance.
- Assist in the coordination of special events, such as: youth performances at annual benefit, field trips, Awards Night, etc...
- Communicate and build relationships with parents, including events, family contacts and meetings.
- Plan, attend, and assist Director in managing the daily BYN huddle
- Be prepared to assist or lead classrooms as needed.
- Assist with student transportation and building clean-up.
- Collaborate with volunteer engagement staff to recruit, communicate with, and schedule BYN volunteers, including attending semi-annual volunteer recruitment fairs at local colleges/universities

Educational/Experience Requirements:

Minimum of a Bachelor of Arts degree or equivalent experience in a related field; education business, administration, social work, youth ministry; Minimum of 1-3 years related experience or a combination of college coursework and related experience.

Compensation/Benefits:

In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid time off, group health benefits, free fitness center membership, employee discounts and more.



402 N. St. Louis Ave. Chicago, IL 60624 PHONE: (773) 722-1144
FAX: (773) 722-1434 www.breakthrough.org

To Apply:

Send/email/fax cover letter and resume to:

Breakthrough Urban Ministries Attn: Human Resources

402 N. St. Louis Avenue

Chicago, IL 60624

E: mcurry@breakthrough.org

Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position. Breakthrough is an Equal Opportunity Employer.

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.