



JOB DESCRIPTION

Job Title: SOY Pittsburgh Assistant (McKeesport)	FLSA Status: Non-Exempt
Department: Programs	Supervises: No Direct Reports
Reports To: SOY Pittsburgh Coordinator (McKeesport)	Date Written/Revised: May 2026

Summary:

The SOY Pittsburgh Assistant is responsible for supporting the educational success of K-5 Latino youth enrolled in the bilingual SOY (Supporting Our Youth) McKeesport after school program. SOY Pittsburgh exists to improve academic outcomes for Latino youth while simultaneously building students' pride in their native language and heritage; thus preparing them for a successful future. The SOY Pittsburgh Assistant's role is to collaborate closely with the SOY Pittsburgh Coordinator in supporting all aspects of programming. This includes, but is not limited to, setting a positive example for students, tutoring students, implementing positive discipline strategies, assisting with meals and snacks, and completing other tasks and duties to help SOY Pittsburgh run smoothly, effectively, and safely.

Essential Duties and Responsibilities:

- Help implement the SOY (Supporting Our Youth) Pittsburgh at assigned locations. These locations include Twin Rivers Elementary School, Francis McClure Elementary School, the Latino Community Center office, and other locations as needed.
- Assist in planning, coordinating, and facilitating lesson plans and activities with the SOY Pittsburgh Coordinator.
- Support with implementing daily SOY Pittsburgh activities that align with program goals - academic advancement, cultural empowerment, social-emotional development, and family engagement.
- Create a positive and welcoming atmosphere that empowers students to take pride in their language(s) and heritage.
- Assist students with homework.
- Implement positive classroom management strategies.
- Aid the SOY Pittsburgh Coordinator and SOY Pittsburgh Manager with recruitment and enrollment of students for the program.
- Work collaboratively with the SOY Pittsburgh team, community partners, interns, and volunteers.
- Communicate with families as needed.
- Attend relevant training and meetings.
- Remain at SOY Pittsburgh with students until the bus or a parent/guardian pick them up in the evening.
- Document required information (i.e. food delivery and/or attendance).
- Maintain safety and security of students at all times.
- Adhere to all policies, laws, regulations, and codes of ethics and confidentiality as outlined by federal and state laws, and Latino Community Center policies and procedures.
- Perform other duties as needed.



Competencies (Knowledge, Skills, and Abilities):

- Verbal and Written Communication
- Analytical Ability
- Independent Decision Making/Judgement
- Customer Service Orientation
- Compassion/Empathy
- Attention to Detail
- Initiative
- Organization/Planning
- Flexibility
- Collaboration

Physical Demands and Work Environment:

This description is representative of requirements that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Incumbents will operate in an office setting, and be required to use a computer with keyboard, telephone, or handheld mobile device for extended periods of time, and office machinery as needed.
- Individuals may occasionally be required to lift, push, pull, and carry up to 20 pounds.
- Incumbents will be required to travel to school sites.

Position Type and Expected Hours of Work:

This is a part-time position; typical hours are Monday through Friday, 2:00 PM to 6:00 PM. Incumbent may need to work outside of those hours as requested.

Education, Certification(s), and/or License(s) Required:

- Associate's degree in Education, or related field; and/or equivalent work experience. Bachelor's degree is preferred.
- Valid driver's license and current automobile insurance
- Act 33/34 and FBI Clearances
- Complete Recognizing and Reporting Child Abuse Mandated and Permissive Reporting in Pennsylvania

Other Requirements:

- One (1) or more years of education and development of children and/or families, case management, or public education system experience.
- Must possess excellent computer, organizational, and data management skills.
- Must be bilingual in Spanish and English and culturally sensitive to the needs of the Latino community.
- Represents the LCC values: Empathy, Positive and Welcoming, Growth Mindset, Professionalism, Passion, and Education.

Compensation:

- **Hours per week:** 20 Hours/week
- **Rate:** \$18.00