



COLLEGE CORNER (Youth Tutor)

Reports to: College Corner Lead	Salary: \$16.50 - \$18.50 per hour	Employees to be supervised: N/A Status: Part-time - hourly
Location: Canoga Park, CA or Van Nuys, CA	Work Hours: 15-20 hours per week; Monday - Friday; afternoon/evenings. Some weekends required.	

At NEW, we spark economic mobility. Using our transformative approach we connect people, communities, and families to their own sense of power and resiliency. We aim to implement a holistic approach by addressing a families' basic needs, such as finding a stable and safe place to live, to supporting ambitious plans such as purchasing a home or starting a business.

At NEW we respect and honor all families, communities and cultures. We encourage innovation and “thinking outside the box”. We expect all employees to connect, create, and celebrate by being authentic, bold, engaged and transformational.

Position Summary:

College Corner staff will assist in the development and implementation of enhanced learning opportunities for middle school and high school youth, that help to improve their academic performance and social development. Primarily serving as youth tutors, they will assist students virtually, supporting the completion of academic tasks as outlined for the school year. They will provide additional enrichment activities that will promote and pique youth interest in higher education and self-advocacy. All New Economics for Women staff must understand the organization's purpose, vision and objectives, be knowledgeable of services and resources, and engage in the following activities: outreach, intake/assessments, referrals, and customer follow up. As an ambassador for the organization, this person is also responsible for actively supporting the overall mission and vision of NEW.

Duties and Responsibilities:

- Provide individual or group tutoring for Middle & High School students
- Assist middle school and/or high school youth with homework assignments
- Manage an active roster of students
- Motivate and educate the exploration of youth’s career and educational interests.
- Facilitate the presentations of guest speakers, and services provided for youth enrichment.
- Guide youth and parents through the college, financial aid, and scholarship application process.
- Assist with the coordination and facilitation of higher education campus visits, including colleges and universities, vocational/trade schools, and professional schools.

Administrative Support:

- Submit daily student progress.
- Submit daily attendance reports.
- Monitor youth attendance.
- Measure youth progress via progress reports/report cards.
- Participate in team meetings.
- Assist in the development of corrective action plans for underperforming youth.
- Assist with other general duties as assigned.



New Economics for Women®

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Qualifications and Experience:

- Currently enrolled in an accredited college or university.
- Experience working with youth development, youth academic enrichment, or family support programs.
- Experience working with community partnerships and collaborations is a plus.
- Self-motivated
- Innovative
- Effective public speaker
- Strong verbal and written communication skills.
- Demonstrated ability to work collaboratively as a team member.
- Experience working with individuals of diverse ethnic backgrounds.
- Proficient knowledge of word processing tools and spreadsheets (MS Office Word, Excel, Access, etc...)
- Working knowledge of technology (computers, chromebooks, smartphones, printers, etc.)
- Minimum English 1 Course completion required
- Minimum Algebra 2 proficiency preferred

Additional Requirements:

- Must be currently enrolled in college, or a recent graduate (less than 2 years removed)
- Must have a valid California Driver's License, Liability Insurance, and an automobile in good working condition
- Fingerprinting and TB Clearance
- CPR/First Aid Certification is a plus
- Flexible with working hours, including evenings and weekends
- Fluent in Spanish is a plus

Apply via e-mail or website only

Submit your resume with a cover letter:

Via Website: <https://neweconomicsforwomen.org/our-job-openings/>

Via E-mail to hr@neworg.us

(Please ensure to include the position you are applying for on the subject of your e-mail)

For additional information you may contact Human Resources:

303 S Loma Drive, Los Angeles, CA 90017 | (213) 483-2060 Ext-311

E-mail hr@neworg.us

Stay Connected:



Learn more about us at: www.neweconomicsforwomen.org

New Economics for Women (NEW) creates economic and educational opportunities for single parents, families and disinvested communities as a pathway for dreams to come true.

**EQUAL
OPPORTUNITY
EMPLOYER**