



Job Description- Program Assistant/Coordinator

TITLE: Program Assistant or Program Coordinator, depending on experience

REPORTS TO: Tiger Tutor Program Managers

JOB STATUS: Part-Time

JOB DESCRIPTION: Interested in contributing to the success of a startup? Do you want to work with a company that prioritizes giving back to the community? Then Tiger Tutor is right for you! A social service enterprise model, Tiger Tutor is a new test prep company, and we are looking for an enthusiastic and dedicated Program Assistant or Coordinator (depending on experience) to help us build our business and manage day-to-day operations. If you are business-savvy, driven, detail-oriented, and interested in helping us grow, then send us your resume! We're looking for a "roll up your sleeves" type person who is a team player and open communicator. This is a part-time position, with potential for growth in the future.

RESPONSIBILITIES:

- Conduct recruitment outreach at Chicagoland schools, community events, etc.
- Build relationships with community stakeholders, including teachers, school administrators, elected officials, and parents
- Work with our team to develop and execute an outreach and marketing strategy
- Oversee day-to-day logistics of program, such as enrolling new students, communicating with parents, maintaining student files, and entering data into agency's CRM
- Develop and update internal processes, such as client surveys and other CRM data management
- Screen, interview, and provide support to Tiger Tutor tutors
- Conduct tutor trainings as well as occasionally provide direct tutoring services (favored, but not required)
- Other duties as assigned by supervisors

QUALIFICATIONS:

- Bachelor's Degree required
- Ability to work some evenings and weekends required
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Ability to work independently
- Excellent time-management skills
- Friendly, patient, helpful, and professional demeanor



- Experience working at a tutoring service highly preferred, but not required
- Knowledge of the ACT or SAT highly preferred, but not required
- Passionate about Tiger Tutor's mission and a desire to help learners reach their academic goals

TO APPLY: Please send your resume and a brief cover letter to Margaret Smith and Alana Slezak, Tiger Tutor's program managers, at MargaretS@tigertutor.com and AlanaS@tigertutor.com. Incomplete applications will not be reviewed.

ABOUT US: Tiger Tutor is a test prep and tutoring service dedicated to providing individualized and quality instruction in order to help all learners reach their academic goals. We work closely with both students and parents, providing unique study plans for each student based on his or her specific needs. A new social enterprise business, Tiger Tutor is a program run by Chinese Mutual Aid Association (CMAA), a 501(c)(3) community-based organization with offices in Chicago and Elgin.