

GREATER WEST TOWN COMMUNITY DEVELOPMENT PROJECT



Program Associate

Position Responsibilities:

- (1) Instructs and remediates program participants in contextualized English and Math for Vocational Training Programs.
- (2) Instructs appropriate program participants in GED classes.
- (3) Administrates program participant and contract information.
- (4) Other responsibilities as assigned.

Minimum Qualifications: Candidates should possess a commitment to community service, a BA in English or Math preferred; Minimum 24 Semester Hours in English or Math **required**; Experience serving low-income, disadvantages populations; Knowledge of Microsoft Office (including Access); Excellent communication skills, Bilingual (English/Spanish) helpful.

Salary and Benefits: This is a full time, permanent, career position. Salary for this position is commensurate with experience and education within the range of \$26,000-\$32,000. The agency benefit package includes health, life, disability insurance; retirement plan; bonus program and educational reimbursement.

To Apply: Qualified candidates should submit a detailed cover letter and resume demonstrating how you meet or exceed each minimum qualification and describing generally their relevant special knowledge, skills and abilities. Submit your materials via e-mail or mail to: jobs@gwtp.org. Please clearly indicate which position you are applying for in the subject line of the e-mail. If you prefer, you can mail your application materials to us at:

**Human Resources
Greater West Town Community Development Project
790 N. Milwaukee Ave.
Chicago, IL 60642**

The Organization : Greater West Town Community Development Project (GWTP) is a community-based economic development initiative expanding employment and education opportunities for low-income residents of Chicago's West Town, Humboldt Park, and West Side community areas. GWTP provides highly effective programs targeting the critical education, training, and employment needs of youth and adults, including: The West Town Academy Alternative High School, Woodworking and Shipping & Receiving Training Programs, and comprehensive employment referral and placement services. GWTP is an aggressive and effective advocate for the educational needs of at-risk and dropout youth and the job training needs of low-income, unemployed community residents. For more information, visit us at www.gwtp.org

Vocational Training and Job Placement Program: GWTP's Vocational Training and Job Placement Program provides two sector based-training programs in Woodworking & Solid Surface Manufacturing and Transportation, Warehousing, and Logistics (Shipping and Receiving). These programs are designed to help match the needs of area manufacturers and local workers. The classroom curriculums and hands-on trainings have been developed in partnership with local industry and continuously updated by community business leaders to ensure that the skills participants develop in class are marketable and meet current industry standards. GWTP's training school is fully accredited (by the Accrediting Commission of Career Schools and Colleges – ACCSC) and training is available at no-cost to qualified participants.