IN PERSON | REMOTE | **HYBRID**

**Brief description of your organization and department:**

CEIBA'S MISSION IS TO PROMOTE

THE ECONOMIC DEVELOPMENT AND FINANCIAL INCLUSION OF THE LATINO

COMMUNITY THROUGH COLLABORATIONS AND ADVOCACY AIMED AT

ENSURING THEIR ACCESS TO QUALITY HOUSING

**Position Title**:

ASSISTANT PROGRAM COORDINATOR FOR CEIBA

**Overview of the position:**

WORK-STUDY STUDY STUDENT PROVIDES CEIBA WITH

SUPPORT IN ALL FACETS OF ITS OPERATION. STUDENTS HAVE THE

OPPORTUNITY TO WORK ON POLICY MATTERS RELATING TO EQUAL ACCESS

BEFORE THE COURTS AND BEFORE CITY AGENCIES FOR PEOPLE WITH

LIMITED ENGLISH SPEAKING PROFICIENCY. STUDENT ALSO WORK ON

COMMUNITY PROJECTS IN THE FOLLOWING AREAS: ASSET BUILDING; FREE

TAX PREPARATION FOR LOW-INCOME FAMILIES AND UNDOCUMENTED

IMMIGRANTS; AND EQUITABLE DEVELOPMENT.

**Specific Duties:** ALL WORK IS REMOTE. DUTIES WILL INCLUDE RESEARCH,

WRITING, DIRECT SERVICES FOR CLIENTS, COORDINATING MEETINGS AND

EVENTS, COMMUNITY ORGANIZING, AND OUTREACH VIA MEDIA AND

GRASSROOTS ACTIVITIES. DURING THE COVID-19 HEALTH EMERGENCY CRISIS,

CEIBA SUBSTANTIALLY IMPROVED ITS CAPACITY TO PROVIDE REMOTE

SERVICES TO LOW-INCOME FAMILIES.

**Qualifications**:

STRONG DESIRE TO LEARN AND BE PART OF A DYNAMIC TEAM

WORKING ON BEHALF OF THE POOREST COMMUNITY IN PHILADELPHIA.

**Preferred hours, times of day, number of hours per week (may not exceed 12 hours):**

REMOTEWORK CAN BE DON AT ANY TIME. CLIENTS ACTUALLY LIKE CEIBA'S

FLEXIBILITY AS WE CAN SERVE THEM OUTSIDE OF THE TRADITIONAL 9 TO 5

WINDOW AND ON WEEKENDS. CEIBA WILL COORDINATE THE ACTIVITIES OF

THE WORK STUDY STUDENT TO MAXIMIZE THEIR LEARNING AND TO ENSURE

THE BEST SERVICE FOR THE COMMUNITY.