



JOB ANNOUNCEMENT

- Position Title:** Literacy Instructor Assistant
Salary/Benefits: \$21/hour, 20 hours per week position with generous vacation and holiday leave, medical, dental insurance and retirement plan.
- Location:** **10 Nottingham PL, San Francisco**
Reports to: **Literacy Instructor**

APA Family Support Services (APA) is a community based organization that focuses on the prevention and identification of child abuse/neglect in the Asian and Pacific Islander (API) community. Our mission is to promote healthy children and families by providing family support services to prevent child abuse and domestic violence and to advocate for culturally competent services for Asian and Pacific Islanders through education, community building, and leadership development. APA is San Francisco's foremost advocate and service provider for immigrant, monolingual, and at-risk API children and their families. Our services range from prevention to crisis intervention to community development. We strive for excellence of service in areas which include home visitation, case management, parenting education, support groups, parental stress line, child welfare redesign projects and counseling for immigrant families with children ages 0-18.

This position will be working to assist the Literacy Instructor to provide technology and language literacy education services at APA's Chinatown and Visitacion Valley offices.

Duties:

- Teaches basic computer, Internet and email skills to adult learners in one-on-one or group classes.
- Teaches ESL literacy to adult immigrants in one-on-one or group classes.
- Writes progress notes for each client student.
- Helps with workshops and events.
- Attends outreach events
- Assists with the Literacy Instructor for daily program activities
- Performs other job duties as needed

Qualifications:

- Bilingual in English and Cantonese or Mandarin.
- Available to work at least three days a week.
- Teaching or tutoring experience are preferred.

- Knowledge of computer technology, smartphones, MS Office, internet, online communication and social media platforms.
- Excellent interpersonal skills to work with individuals from diverse cultural backgrounds.
- Well-organized, self-motivated, patient, and able to follow through.
- Receptive and understanding of immigrant community.
- Be able to establish and maintain rapport with students.

To Apply:

Mail resume to: APA Family Support Services
 10 Nottingham Pl
 San Francisco, CA 94133
 Attn.: Human Resources

or email to: info@apafss.org

Subject/Ref.: Literacy Instructor Assistant

**APA is an equal opportunity employer.
Positions open until filled.**