

Cacique After School Program
A Program of Inquilinos Boricuas en Acción, Inc. (IBA)

About Our Agency:

Inquilinos Boricuas en Accion, Inc. (IBA) is a dynamic community building agency in the South End dedicated to increasing the social and economic power of individuals and families through education, economic development, technology and arts programming that builds safe, vibrant and culturally diverse affordable housing communities.

The ***Cacique After School Program***, is a program committed to providing comprehensive after-school program that seeks to enhance the learning capacity of children while providing them with a safe and fun place to be after school. The program also provides a balanced two-way Spanish English bilingual program of organized activities aimed at fostering the linguistic, emotional, physical and educational development of school-aged children. Our aim is to create a bilingual and bicultural environment that is nurturing, self-affirming and fun for children and their families. The program includes an academic component, homework assistance, and educational activities plus activities focusing on five curriculum themes; technology, health, community pride, arts and cultural awareness, Literacy, Financial Literacy and recreation.

Cacique After-School Manager

The Cacique After-School Manager works under the direct supervision of the Director of Education. The Manager is responsible for overseeing the daily operations of the Cacique After-School program, staff supervision. The Manager will work closely with the Director coordinating training, program planning, meeting state and local regulatory requirements, communicate with families, record keeping and reporting, and working in coordination with other agency programs and staff. She/he will work very closely with the Director to provide expertise and direction to increase the quality of services provided in the after school program. The manager will work in planning and implementing the curriculum, assessing the needs of individual children, and working with parents, with active participation of other members of the teaching team. The Manager is responsible to implement three dynamic arts and music education program in partnership with the Arts and Culture department and community partners. She/he will coordinate partnerships with area colleges, arts organizations and artists to help produce high caliber arts programming, and will recruit volunteers from local universities and area business. The manager will represent the agency, IBA at meetings. The Cacique After-School team participates in ongoing professional development opportunities to ensure up to date knowledge in the areas of child development and teaching.

Skills and Experience Required

- BA in education, or related field with six credits hours on child and youth development, and six months of experience
- Demonstrated familiarity with school age education and knowledge of quality and state standards
- Proven experience in program planning and development
- Experience teaching arts education programs, preferred
- Excellent written and oral communication skills
- Computer literate
- Bilingual Spanish/English
- Experience managing multiple projects
- Great sense of humor
- Ability to work under tight timelines
- Demonstrated ability to work with a diverse range of programs and people
- Demonstrated ability to influence interaction among group with diverse perspectives and work customs
- Experience with fundraising
- Participate fully in the organizations annual Agency events, Three Kings Day, Membership Drive, Board Election, Festival Betances annual meeting, and other events related to the community
- Carry out ad hoc duties which may be required to ensure IBA maintains its effectiveness

This is a full-time position with competitive salary and benefits package.

Please send your Resume and documentation to:

**Cacique After-School Manager
Inquilinos Boricuas en Acción**

**405 Shawmut Ave
Boston, MA 02118**

We are an equal opportunity employer.

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