Position Available: **ICEP Program Assistant**  
Department: Child, Youth, and Family Services  
Location: Akron, Ohio  
Schedule: .75 – 1.0 FTE, non-exempt position  
Travel: Akron office and frequent travel to and from program site location

**SUMMARY**  
Asian Services in Action, Inc. is seeking a skilled and committed professional for a full-time position to work with the International Community Empowerment Project (ICEP). The ICEP program is an after-school and summer program providing homework tutoring and prevention program using the LIFE SKILLS curriculum, in addition to facilitating the acculturation of refugee and immigrant school-age students. ICEP is currently in Akron Public Schools at Findley CLC, Jennings CLC, North High School, and Forest Hill CLC.

The duties for the ICEP Program Assistant position are described below.

**DUTIES AND RESPONSIBILITIES**

*Program Duties*
- Teach and oversee the LIFE SKILLS prevention curriculum to all program locations;  
- Confer with ASIA program staff to understand programs and services;  
- Transport students in company van;  
- Acts as a lead staff/contact for the ICEP program for community partners and collaborators;  
- Collaborate with communities to provide prevention and education services to clients;  
- Market, advertise, and promote program to local providers and communities;  
- Be a liaison with parents/caretakers to advocate for students;  
- Work with local county board and funder to meet program needs;  

*Reporting Duties*
- Keep record of services using service activity logs for both self and direct staff;  
- Report monthly, quarterly, and semi-annual reports to funders as required/requested;  
- Gather data on students as needed (e.g. academic reports, pre and post testing, etc);  
- Keep track of participant and attendance records and provide timely activity reports to the manager;  

*Asia Organizational Tasks*
- Identify and attend community cultural events to provide resources and information;  
- Attend trainings/workshops/conferences, as needed;  
- Attend ASIA’s quarterly and monthly office meetings;  
- Complete at minimum 10 CEUs per year to maintain prevention licensure;  
- Other duties as assigned by manager;
QUALIFICATIONS
● Must enjoy working with youth;
● Background check required;
● Access to transportation with a valid driver’s license and good driving record required;
● Prevention Certification Required: Registered Applicant and/or OCPSA Certification (will train);
● Good interpersonal skills and ability to interact with diverse populations/personalities;
● Resourceful and flexible;
● Ability to set priorities and meet deadlines;
● Ability to work well autonomously and in a team;
● Available to work evenings and weekends as needed;
● A strong interest in Asian American communities and human services a plus;
● Asian language proficiency a plus;

SUPERVISES
● Youth Educators
● Volunteers

REPORTS TO
● Program Coordinator
● Manager of Child, Youth, and Family Services

GENERAL INFORMATION
Please email resume and cover letter to HRManager@asiaohio.org. Visit www.asiaohio.org. No phone calls, please.

Asian Services in Action, Inc. promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.