



Adelante Student Voices
P.O Box 3023
Poughkeepsie, NY 12603
(914) 675-3889

**Position Opening:
Adelante Summer Program Assistant**

Program Mission:

Adelante Student Voices is a 501c3 non-profit with the mission to help undocumented young people on their unique journeys to higher education, while supporting their self-advocacy so they can advance social justice in their communities. High school students join Adelante through an annual 10-day overnight summer program (June 29- July 8, 2025) at a residential college in Poughkeepsie, NY. The Adelante Summer Program offers workshop topics such as college access, financial aid, community organizing, and know your rights.

Position

We are seeking an Adelante Summer Program Assistant to work with the Adelante Executive Director and college counselors to provide a safe, fun, and empowering program for 25 undocumented high school students. The Program Assistant will act as the point of contact for workshop leaders, help the participants debrief after lessons and college tours, and be a positive role model for the students and counseling staff. The Program Assistant will also help implement health and safety protocols, and step in for the Adelante Executive Director/ Summer Program Director's responsibilities if she is off-site or occupied with an urgent program matter. Meals and housing are provided during the program and orientation.

Pay: \$3,500

Employment Type: Independent Contractor, Temporary

Requirements:

- At least three years of experience working with young people in an educational or non-profit setting
- Interest in college access for undocumented youth
- Bachelor's Degree, or Associates and equivalent experience. Preference for degrees in education, higher education, sociology, social work, human rights, or related fields.
- Availability to stay overnight at the program site, in the college dormitory, from June 27- July 8 for staff orientation and the program duration. One night off can be arranged.
- *Preferences:* Bilingual in Spanish and English, or another language. Driver's license.

Preparation before Summer Program

- Complete online child safety training and background check
- Read program schedule
- Develop a workshop offering to complement the existing curriculum (optional)
- Review safety protocols and immigrant know your rights training



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- Meet a few times over Zoom or in-person with the Program Director to discuss the materials listed above
- Attend in-person orientation on June 27th and 28th

How to Apply

Send your resume and cover letter to Adelante Executive Director/ Summer Program Director Susie Ximenez. susie@adelantestudentvoices.org

The priority deadline to apply is March 15. Hiring is rolling and the position will stay open until filled.