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Academy for Creating Excellence

3120 Rainier Ave S

Seattle, WA 98144

The Academy for Creating Excellence (ACE) is looking for a dynamic individual to work for our organization. Do you want to be rewarded for your hard work? Do you desire to make a difference providing quality care? Do you want to be part of a family and not just an employee? If so, then this is the place for you.

**Position:** Summer Learning Experience Mentor

**Hours:** Seasonal Summer (See Below)

* Work Dates:
* Wednesday, May 29, 5pm-6:30pm (Virtual)
* Wednesday June 12, 5pm-6:30pm (In person)
* Wednesday June 26 (Family Info Night), 7pm (In person)
* Monday through Friday, July 8 through August 2, 8am-3pm
* Monday, Aug 5, 10am-12pm (In person)

**Salary:** $5,575.00 Stipend

**Note**: Mentor role has potential to extend to a year round part time. Pending performance review.

**About ACE:**

Academy for Creating Excellence (ACE) exists to prepare black males for excellence through the core values of FAMILY, ACADEMICS, MOTIVATION, and ENVIRONMENT (FAME). ACE’s mission is to provide high quality services in support of black males. Fostering safe spaces to facilitate their growth to best understand themselves as viable world citizens.

**About SLE:**

The SLE program is a 4 week intensive program for rising 8th graders in the Seattle King County area. Our primary function of the program is to introduce students to the ACE Way, understand principles and concepts of Black literature, math, science, health and wellness, career exploration, community, and leadership development. All subject matter classes are led by Black male Washington State certified instructors.

**BASIC FUNCTION:**

The Summer Learning Experience (SLE) Mentor role is to serve to support and encourage ACE summer students in their adjustment to ACE and the expectations of our program in general. Through one-on-one interactions and group meetings, FAME Mentors are knowledgeable guides for new students, a thoughtful facilitator who provides access to people and resources and ultimately a role model and success advocate.

**DUTIES (include but not limited to):**

* Serve as a sincere and positive source of support to help summer students adjust to programming
* Develop and maintain a FAME relationship focused on helping new students make a smooth transition, acclimate to ACE culture, and establish a sense of belonging
* Serve as a resource for students helping them identify and use appropriate program services
* Help facilitate and encourage mentee attendance at programs and events
* Participate in training, programs and activities
* Serve as a positive role model, both in the classroom and within the community at large

**Qualifications:**

* Be a current college student (preferred) and/or Bachelors Degree
* Be in good academic and student conduct standing
* Have a positive attitude about ACE
* Be willing to learn and share information about the ACE community, student life, and resources
* Demonstrate good interpersonal and communication skills
* Have a genuine desire to help students succeed
* Demonstrate leadership potential
* Be self-motivated with a positive attitude
* Display a willingness to challenge and support students
* Experienced in using Google platform
* Experienced in using Microsoft Office
* Experienced in using Zoom
* Implementation of lessons
* Comfortable with public speaking and speaking to large groups
* Verbal and written communication for understanding project requirements and explaining these needs to employees and third-party providers.
* Attention to detail to ensure all specifications are met
* Problem-solving abilities to correct any challenges or inefficiencies for the best results
* Decisiveness and good judgment to address pressing project matters when time is limited
* Organization and time management to manage multiple tasks, sometimes for multiple projects, at once
* Lift up to 30lbs
* Valid driver’s license
* Flexible schedule
* Must be able to pass a background check

Please submit cover letter and resume no later than Friday, May 10, 2024 5pm to Janelle Tellez [janelle@aceacademywa.org](mailto:janelle@aceacademywa.org)