

Job Description: Education Program Coordinator

Program: Education

The Education Program Coordinator will learn from Education Director about the inner workings of the Education Program. The Coordinator will interact with and actively assist education team members and students, playing an integral role in the planning, preparation, and implementation of programs (ESL classes, English Tutoring Program (ETP), and Citizenship Tutoring Program (CTP) and classes). This is an ideal opportunity for those interested in helping or working for a non-profit or with international populations in general and ESL, TESOL, and adult education in particular. The Coordinator will benefit from this experience as a result of gaining nonprofit management, cross-cultural competence, ESL/Adult teaching and education administration experience.

Responsibilities:

- Create new lesson plans, manipulatives, review books and other resources for tutor/student use
- Support ESL teachers and ETP Coordinators when needed
- Create initial student/tutor pairing for ETP and place reminder emails and calls
- Create and print completion certificates for all ESL, ETP, and CTP students and tutors and support graduation events
- Manage registration and student attendance information and communicate any issues to teachers and coordinators
- Continuously update data tracking documents for all programs for purposes of reporting
- Summarize and report program feedback collected through surveys to DOE on an ongoing basis
- Communicate any issues with DOE
- Other miscellaneous tasks, requested by DOE

Qualifications:

- Previous teaching or tutoring experience (preferred), specifically ESL/Adult Education
- Cultural sensitivity and a love for working with diverse populations
- Work well in a team setting and think quickly on one's feet
- Reliable and consistent, creative, detail-oriented, multi-task
- Strong written and verbal communication skills
- Computer proficiency required (MS Office and Google Docs)
- Proficiency in a language in addition to English is extremely helpful but not required.

Time Commitment:

- 15 hrs. per week Tuesday through Thursday, at least one semester
- Ideal schedule: Tuesday 1-4pm, Wednesday 10-2pm, Thursday 10-12pm, 5:30-8pm plus some specific dates.

To apply, please submit the following documents to Samantha Williams, AmeriCorps ACCESS Volunteer Coordinator, swilliams@ihclt.org. In the subject line, please indicate **EDU Program Coordinator**.

- 1. Resume
- 2. Cover Letter expressing interest in the position
- 3. Volunteer Application (can be accessed at http://www.ihclt.org/volunteer.php#EDU)