

Job Title: English as a Second Language Program Manager

Reports to: Executive Director

27 Hours/week; \$18 to \$20/hour – Flexible Schedule, M-F, 8:30 am–4 pm to be arranged with Executive Director; start date, April 1, 2020 will work closely with current Program Manager until June 30, 2020

Primary role:

Manage the Needham Community Council's Adult ESL Program; a program designed for individuals, living or working in the community, who are seeking to learn English in a supportive and collaborative environment.

Summary

The ideal candidate has substantial knowledge and experience teaching and/or tutoring English as a Second Language curriculum. The ESL Program Manager ultimately promotes an inclusive environment for all involved in the program, possesses strong cultural awareness and sensitivity, and prioritizes the creation and cultivation of a supportive environment for tutors and learners that fosters community building and language learning.

Responsibilities

- Plan and organize tutor training sessions (two per year) and work with other Council staff to help promote outreach for the recruitment of new tutors and learners
- Coordinate and conduct ESL assessments with individuals seeking to enroll in the program
- Establish and implement processes and procedures to appropriately match tutors and learners to best foster and facilitate positive and productive learning
- Develop a working schedule of classes, conversation groups, events, etc.
- Establish and maintain a comprehensive and current library of resources for both tutors and learners
- Provide up-to-date information and content for the ESL Program page on the Council website
- Work with the Executive Director to set program goals and create systematic methods for program evaluation
- Maintain consistent communication with tutors and learners
- Maintain E-Tapestry database with up-to-date information and data to be provided on a regular basis to Executive Director

Qualifications

- Knowledge of strategies and materials for the tutoring of non-English speaking individuals and/or individuals seeking to improve English speaking skills
- Strong management, organizational, communication and interpersonal skills
- Ability to effectively coordinate and grow an ESL program
- Prior experience as an ESL tutor/teacher preferred
- Bi- or multi-lingual highly preferred (not required)
- Strong computer skills and ability to learn new programs

Interested candidates should send a letter of interest and resume to srobinson@needhamcommunitycouncil.org

No phone calls please.

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