



## Interim Adult Education Coordinator Job Description

**Job Title:** Interim Adult Education Coordinator  
**Reports to:** Executive Director

**Classification:** Temporary, Non-Exempt

**General Overview:** The Interim Adult Education Coordinator will oversee the Adult Education program through the remainder of the first session, which ends on Friday December 4, 2020. This position is primarily remote with some flexibility in hours. The Coordinator is required to work every Monday from 3 p.m. to 4:30 p.m. to facilitate the Zoom English Conversation Circles, plus establish regular hours of availability each week for tutors to reach out with questions or concerns. The position is for a total of 8 hours per week. The Adult Education program provides English for Speakers of Other Languages (ESOL), literacy and other basic educational services to low-income adult learners. Responsibilities related to the Adult Education program include teaching, facilitating tutoring sessions and conversation circles, procuring didactic materials, achieving the set goals and participation targets of the program, as well as managing and supporting volunteers to improve the English Language skills of adult learners.

### Essential Responsibilities:

- Oversee adult education program development and ensure alignment with program goals and objectives
- Support and manage all volunteers and tutors, and provide all with ongoing resources and communication
- Build and maintain professional relationships with students and volunteers and work to make everyone feels respected, supported and appreciated
- Cover for volunteers as needed
- Communicate program activities, changes and cancellations to volunteers and students
- Develop learning materials based on students' needs and work with volunteer tutors to implement
- Oversee student goal setting and progress tracking
- Attendance and other data collection, entry, maintenance and reporting
- Assist with Thanksgiving and Christmas special distributions to adult education students including collecting information and coordinating pick up
- Complete paperwork including grant and program reports, as well as time sheets
- Communicate with the Executive Director regarding significant program developments, concerns with students, children or families, or volunteers
- All other duties as assigned by the Executive Director

### Qualifications & Requirements:

- 3+ years of experience working with ESOL adult learners
- Strong organizational and administrative skills
- Strong interpersonal and communication skills (verbal, written, presentation, and facilitation)

- Minimum of a Bachelor's degree
- Strong proficiency in Microsoft Word, Excel, Gmail, and Google Drive required
- Understanding of and demonstrated ability to utilize different teaching techniques for a variety of learners, both youth and adult
- Demonstrates willingness to do both menial tasks and take on more complex challenges
- Able to communicate with others at all levels, exercise sound judgment and display attention to detail
- The ability to work effectively with co-workers, volunteers and The Gray House staff and board in carrying out the program and organization's mission
- Demonstrates commitment to student development and knowledge of learning theories, instructional approaches and curriculum design
- Demonstrates multicultural sensitivity with the ability to effectively and collaboratively work with diverse populations
- Bilingual in English & Spanish strongly preferred