

Adult Education Program Coordinator/Advisor (Boston)

Full-Time | Hybrid

Who We Are

Since 1969, **Boston Chinatown Neighborhood Center (BCNC)** has been a vital presence in Greater Boston and beyond, empowering Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities. We provide a broad range of innovative programs and services centered around education, workforce development, family support, and arts and culture, leaving a significant and lasting impact on the lives of more than 13,000 children, youth, and adults every year.

About BCNC Adult Education and Workforce Initiatives Program

The **Adult Education and Workforce Initiatives Program** prepares adult immigrant learners with the education, training, and guidance needed to enroll in post-secondary education and job training, leading to employment at family-sustaining wages. Our goal is to provide 360 adults each year with the career and educational pathways they need to achieve social and economic self-sufficiency in the United States. Our students come from all over the world, including China, Haiti, Vietnam, Morocco, El Salvador, Brazil, Albania, Colombia, and Cape Verde. Our English for Speakers of Other Languages (ESOL) classes and job training services are offered at the BCNC Boston and Quincy locations, during the day and evenings throughout the year.

About The Role

The **Adult Education Program Coordinator/Advisor** in Boston is responsible for coordinating up to 6 state-funded English for Speakers of Other Languages (ESOL) classes, providing educational and career advising to beginner to advanced adult ESOL students, and managing 5-10 volunteers. The Program Coordinator/Advisor also collaborates with the Adult Education team to develop new program initiatives and maintain the quality of the Adult Education Program. This position will report directly to the Director of Adult Education.

What You Will Do

40% Program Coordination & Administration

- Strategize with administrative and teaching staff to create and implement initiatives to improve the quality of the ESOL program (e.g., measures to increase student retention).
- Schedule and conduct standardized pre- and post-testing for enrolled students.
- Assist in recruiting, screening, and orienting new students.
- Plan program events, such as year-end graduations and mock career/academic interview events.
- Assist in creating and updating program materials (e.g., recruitment flyers, student handbooks).
- Assist the Adult Education Director and Development staff in grant-writing.
- Track program outcomes in state and internal databases.

45% Advising

- Provide individualized educational and career goal setting and advising to students.
- Maintain up-to-date state and internal database records of advising sessions.
- Research local educational and career programs, pathways, and resources.

10% Volunteer Management

- Serve as point of contact and provide ongoing support for regular volunteer teachers and class assistants.
- Recruit, screen, and orient new volunteers.
- Assist with developing volunteer program policies, materials, and trainings.
- Track and report volunteer hours.

5% Other

- Participate in various professional development sessions.
- Assist in other department and agency initiatives as assigned by the Adult Education Director.

What We Look For

- BA in related field.
- Excellent written and oral communication skills.
- Hands-on experience with Microsoft Office tools (Word, Excel, PowerPoint, Outlook, Teams, SharePoint)
- Ability to integrate technology into the classroom.
- Good project management skills, and the ability to balance multiple priorities concurrently.
- Ability to work in teams.
- Self-driven and results-oriented, with a positive outlook and a clear focus on high-quality service.
- Ability to work flexible hours (evenings, weekends, and early mornings) as needed to support needs of students and program.

Preferred:

- MA in related field
- Fluency in at least one dialect of Chinese or other foreign language.
- Experience working with recent immigrants.
- Advising and/or teaching experience, especially with English language learners and/or adult learners.
- Certifications for administration and scoring of BEST Plus 2.0 and TABE CLAS-E Writing and Reading.

Working Conditions

- Must be available to work a flexible schedule including may require traveling local during the workday.
- Work is performed primarily in a standard work environment, including the operation of computer equipment, and physical demands associated with a traditional work setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

How to Apply

<https://forms.monday.com/forms/db5eeee1eb8c34bfe9f0508064c03873?r=use1>

Please Note

BCNC requires all in-person and hybrid employees to receive COVID-19 vaccinations as determined unless a reasonable accommodation is approved. A face mask is required. You must be authorized to work in the United States. BCNC does not provide sponsorship for an employment work visa.