



New Adult Education Advisor/Student Leadership Coordinator position!

Who we are:

The Community Learning Center (CLC) empowers a diverse community of adult learners to transform their lives and realize their potential through education, skills development, and community participation. Learners are predominantly low-income Cambridge residents and come from a variety of ethnic, linguistic, and racial backgrounds. They are enrolled in English classes or Adult Education for high school equivalency, employment training, or preparation for college. These videos share more about the CLC: [50th Anniversary](#) [Friends of the CLC](#)

We are looking for an Advisor/Student Leadership Coordinator who will...

- Advise adult English to Speakers of Other Languages (ESOL) learners in navigating barriers to their education
- Support learners in identifying and achieving goals for career and further education
- Conduct student leadership development activities throughout the school year
- Work together with student leaders, alumni, and their peers to carry out school community-building events highlighting our diversity and strength
- Enhance overall learner experience and engagement through collaborations, events, and support

The ideal candidate has many, though perhaps not all, of the following:

- Demonstrated ability to build trusting relationships to effectively support and collaborate with diverse learners
- Experience leading projects or events and teams
- Knowledge of barriers to education and employment experienced by low-income individuals
- A commitment to racial equity and a desire to understand and interrupt systemic racism
- Bilingual/bicultural identity
- Bachelor's degree or equivalent experience
- Excellent organizational, communication, and technology skills
- Experience teaching or training adult learners with limited English and/or formal education

This is a full-time position with excellent benefits!

- This is an 11-month per year permanent 37.5 hr/wk position with salary paid over 12 months at \$33.57/hr
- Health, dental and vision insurance
- Vacation, personal and sick days with sick incentive pay eligibility and management bonus of \$2700 /year
- City employee commuter benefits (T-Pass reimbursement, Bluebikes membership, EZRide Shuttle membership)

Interested but not sure if you are right for the job? Contact Bayyinah and John (see below)!

Join our team!

Go to Advisor/Student Leadership Coordinator posting online at www.cambridgema.gov/Jobs to apply **AND** email directly to Bayyinah Pandolfo (bpandolfo@cambridgema.gov) and John Galli (jgalli@cambridgema.gov).

