



# Center for New Americans

A Community-Based Education and Resource Center for  
Immigrants and Refugees in Western Massachusetts

## ESOL Operations Coordinator

Center for New Americans seeks an ESOL Operations Coordinator to provide logistical support for our ESOL Program. This position will report to both the Executive Director and the Teacher Support Coordinator and will be tasked with the following responsibilities:

- Supporting compliance with Center for New Americans' attendance protocols by collecting and analyzing data, connecting with teachers and advisors with respect to particular students, and supporting their implementation of warnings and other next steps as necessary;
- Organizing and overseeing the distribution of educational supplies to students
- Contacting and placing substitute teachers as needed and ensuring that sub plans are available and appropriate;
- Overseeing follow up with current and exited students around employment and documenting students' progress.

### Preferred Qualifications:

- A B.A. or M.A. in education;
- Experience working with immigrants
- Proficiency in at least one language other than English
- A high degree of organization
- Proficiency with technology and databases

This position is for 25 hours/week; compensation is in the range of \$28/hour depending on experience.

Center for New Americans seeks applications from skilled candidates from a variety of backgrounds, particularly in regard to race, culture, and language proficiency. Preference will be given for candidates who bring experience, capacity, and perspective to strengthen the organization's capacity to meet its mission.

Interested candidates should email [hiring@cnam.org](mailto: hiring@cnam.org) and enclose a letter of interest, a resume, and names and contact information for three professional references.

**Center for New Americans is an Affirmative Action /Equal Opportunity Employer.**

*Center for New Americans (CNA) is a community-based non-profit adult education center located in Western Massachusetts. Using a participatory approach to instruction, CNA provides limited-English proficient adults with the education and resources to learn English, become involved members of their new communities, and ultimately obtain the tools necessary to secure economic independence and stability.*