



Director of Adult Education

Full-Time Regular | Boston & Quincy, MA | On-Site

About BCNC

Make a lasting impact on the lives of immigrant families and thrive professionally while contributing to our mission-driven culture. For more than 50 years, BCNC has been providing new immigrants, especially Asians, with the support and resources they need to thrive in the United States. With deep roots in Boston's Chinatown neighborhood, BCNC now serves people from three locations in Greater Boston. Its holistic, family-centered programs reach 13,000 children, youth, and adults each year, setting them up for success in school, work and life. BCNC also builds vibrant communities through Pao Arts Center, along with its collaborations and research.

Why Join Us

At BCNC, we are passionate about making a meaningful difference in our community. Our team is driven by a shared commitment to social impact and is both supportive and resourceful. We believe in fostering an empowering and inclusive work environment where every individual can contribute, grow, and thrive. If you are looking for a rewarding career that allows you to align your passion with making meaningful change, explore our open positions and join us in our mission to pave the way for a better tomorrow.

What You Will Do

The Director of Adult Education is a member of the BCNC Adult Education and Workforce team. Adult Education prepares adult immigrant learners with the education, training, and guidance that lead them to successful employment and family-sustaining wages. You will strengthen immigrant adults and teach individuals English and the critical skills they need to thrive in today's economy. You will report directly to the Chief Program Officer.

In this role, you will:

Program Administration, Supervision, and Operations

- Oversee the administration of all aspects of BCNC's Adult Education programming
- Manage external partnerships with the Massachusetts Department of Elementary and Secondary Education (DESE), community-based organizations, and education and employer partners
- Manage an internal partnership across all BCNC programs
- Develop and maintain statistical tracking systems and program documentation
- Communicate regularly with program staff, volunteers, and students regarding schedules, programming updates, and emergencies
- Ensure compliance with all government regulations and agency protocols
- Oversee and maintain accurate program records, files, and documentation
- Supervise program staff and support their professional development through training and growth opportunities

Program Development and Implementation

- Develop and update the program logic model to ensure alignment with a family-centered approach and outcome-based evaluation
- Represent BCNC in external meetings and networks related to Adult Education programming
- Establish and maintain partnerships with employers to increase job placement and workforce development opportunities for students



- Perform other duties as assigned by the supervisor

Grant Writing and Reporting

- Collaborate with the Development department to complete grant proposals, research funding opportunities, and prepare grant reports for awarded and expended funds
- Manage program budget and financial oversight
- Manage state and local government contracts

Senior Leadership Team Responsibilities

- Participate in and co-facilitate Senior Leadership Team meetings
- Engage in other Senior Leadership Team and agency-wide meetings and events

What We Look For

- Bachelor's degree required. Master's preferred in Education, Human Services, Nonprofit Management, or related field
- Minimum of three years managing government contracts and/or Adult Education/ESOL programs
- Familiarity with Massachusetts Department of Elementary & Secondary Education (DESE) preferred
- Experience in budget management
- Experience with technology tools including Zoom, Outlook, Teams, OneDrive, CiviCore, 15Five, and related applications are preferred
- Proven leadership, delegation, and problem-solving skills
- Experience working with immigrant communities and applying cultural humility

What We Offer

- Competitive compensation package
- Comprehensive health, life, and disability coverage
- Retirement plan with employer matching
- Supportive time-off policy
- Professional development

Working Conditions

- Must be available to work a flexible schedule and may require local travel 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

Pay Range

\$80,000 annually

How to Apply

Submit your application [here](#). We encourage you to apply for this role even if you may not meet every single qualification listed. We value talent, drive, and enthusiasm. Your passion, dedication, and willingness to learn can make a significant difference in our team and the community.

Please Note

You must be authorized to work in the United States. BCNC does not provide sponsorship for an employment work visa.

BCNC is an equal opportunity non-profit organization that supports diversity and encourages all employees and applicants to apply. The language proficiency requirement is based solely on the needs of the position and is essential for fulfilling the role's responsibilities. BCNC is committed to non-discrimination and equal opportunity for all without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by Federal, State or Local laws.