



Assessment/Next Steps Coordinator

Overview: This position is for 27 hours a week, Tuesday, Wednesday, Thursday, at \$27-\$28/hr. depending on experience starting January 4, 2022 until June 30, 2022, approximately, *fully in person*. This position is open until filled.

Fridays are for quarterly all-staff meetings, virtual for the time being. Holidays are paid according to MUA's calendar. The rest of the schedule is subject to negotiation. Does not include health benefits. There is no personal time off during the probation period.

General duties:

- Coordinate workforce activities and presentations (partnerships with the Millennium Training Institute, MassHire, Roxbury Community College, Bunker Hill Community College, the Career Navigator, and MassHire, for example), with support of ESOL and HiSET lead teachers and evening program coordinator
- Hold office hours for one-on-one coaching meetings with students to support them with next steps, including but not limited to: resume writing, applying to jobs, applying to community college, enrolling in a job training course; Keep a detailed log of all coaching appointments
- With support of educational leader, maintain rosters for conversation groups, Citizenship classes, etc., focusing on student recruitment, while Educational Leader focuses on recruiting and training the volunteer instructors
- Review all online applications and placement tests; Update and organize waiting lists; And, with support of lead ESOL and HiSET teachers, determine level placement for new applicants
- Create and maintain class rosters for all ESOL, HiSET, and Technology classes, ensuring classes stay full throughout the year
- With support of the HiSET team, maintain rosters for Link classes
- Fill classes with students from waiting list on a monthly basis; Coordinate with educational leader and assist with entering necessary data into LACES
- Connect new students with their instructors; Follow up after orientation with student contract, handbook, and other resources
- Assist educational leader with completing annual LACES updates and quarterly student follow-ups for exited students
- Serve as testing coordinator for all NRS assessments: Oversee the scheduling of whole-class testing dates in September, January, and May, and with support from lead ESOL

teacher, educational leader, and other certified testers, ensure students receive pre-/post-tests in a timely manner throughout the year; Assist with administering and scoring assessments

- Create monthly attendance spreadsheet in shared Google Drive
- Meet biweekly with lead ESOL and HiSET teachers to ensure class lists are accurate, to check attendance, to coordinate NRS testing, and any other needs as they arise
- Oversee loaner devices for students and maintain record of deposits
- Provide technology trainings for students on a monthly basis (in English and Spanish) to assist with using Zoom, setting up Chromebooks, creating Gmail accounts, troubleshooting technical issues, etc.
- Upload relevant community resources, trainings, and events to MUA's "Student Support" Google Site
- Visit all classes at least once per month to remind students of services MUA offers and to highlight other resources and programs in the community
- Oversee general MUA email accounts (contact@muaboston.org; apply@muaboston.org), and respond to messages or forward to the appropriate member of the staff
- Update online applications (Google Forms), email response templates, and spreadsheet formatting as necessary
- Administer student feedback forms at the end of each semester and compile and share responses with leadership and teachers
- Serve as a general liaison between the day and evening programs' staff and students
- Support evening program coordinator with closing the building each night, answering phones, checking security cameras and opening the door for evening CMA students and walk-in applicants, and cleaning and enforcing COVID-19 safety protocols

Requirements:

- Bachelor or Master's degree
- Knowledge of the workforce development system and networks in the Boston area
- Ability to work independently with **minimum** supervision and direction, especially during these times of the pandemic
- Competent in using Google Meet, Google Classroom, and Zoom
- Strong Microsoft Office/Google Workspace and internet skills
- Ability to work as part of a team environment
- Two years of work experience preferably in Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), high school or bilingual programs funded by the Department of Elementary and Secondary Education (DESE)
- Desire and ability to work with people from diverse, cultural, linguistic, racial, and economic backgrounds
- Commitment to the advancement of low-income Latina girls and women and other immigrant populations

Preferred:

- Fluent in English and Spanish
- Certified to administer BEST Plus and/or TABE Clas-E

How to Apply:

MUA is an equal opportunity employer and bilingual persons and persons of color are encouraged to apply. This position is open until filled. By December 15th (priority deadline) please e-mail current résumé and thoughtful cover letter to:

Ms. Johannah Malone, Co-Director

Mujeres Unidas Avanzando

Dorchester, MA 02122

e-mail: johannah.malone@muaboston.org

Final candidates will need to provide two references.

Schedule will be fully in person.