



EVENING PROGRAM COORDINATOR/ADVISOR 9111

Catholic Charities founded in 1903 remains among the largest and well respected social service agency with programs and offices located in Boston and the greater Boston area.

As one of the largest providers of social service in Massachusetts, Catholic Charities of Boston offers over 70 programs and services in 23 locations around Eastern Massachusetts. From Lawrence to Brockton and Boston, our service sites throughout Eastern Massachusetts helped 160,000 of our neediest neighbors of all faiths last year.

We are currently seeking a full-time Evening Program Coordinator/Advisor for the Laboure Adult Education program located in South Boston

The Evening Program Coordinator/Advisor oversees and coordinates the evening program operations, students' assessment and intake and advising services.

Qualification include

- A Bachelor's degree in education or related field.
- Masters in TESOL preferred
- A minimum of 5 years of teaching experience in a similar environment.
- A minimum of 3 years of supervisory experience in a similar environment.
- TABE Class-E and BEST Plus certification is a plus.
- Strong working knowledge of educational theory and best practice.
- Good leadership, verbal and written communication skills.
- Multilingual in or other language required, Spanish strongly preferred.
- Demonstrated ability to work effectively and compassionately in a culturally competent manner, with students of a wide variety of backgrounds, skill levels, race and ethnicity with varying level of English language skills.
- Ability to lead a program team and partner with other program employees and leadership to assure cohesive and barrier free service delivery within the agency.

We offer a congenial and team approach work environment with the opportunity to learn and grow professionally. Our benefits are competitive and include a 403(b) savings plan and generous time off.

Interested applicants should send a cover letter and resume to: resumes@ccab.org. Please reference job 9111. No phone calls please.

Catholic Charities is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. Visit us at: www.ccab.org.