**PROGRAM COORDINATOR (Day-time)**

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 Program Coordinator for the Laboure Adult Education program located in South Boston.

The Laboure Center Adult Education is a DESE funded intensive adult education program.  The program serves adult immigrant students of diverse cultural and socio-economic backgrounds who prepare for successful studies in college or vocational training programs.

The Program Coordinator coordinates the morning program instructional activities. Oversees student intake activities for the morning program, conducts initial student interviews and provides a basic program orientation.

The Program Coordinator will conduct informal classroom observations and provides feedback to teachers and the Program Administrator.

Qualifications include:

* A Bachelor’s degree in TESOL/Applied Linguistics or related field with a minimum of 3-5 years of prior teaching experience is required; Master’s in TESOL or related field preferred
* TABE Class-E and BEST Plus certification is a plus.
* A minimum of 3-5 years in DESE-funded adult ESOL program preferred.
* Experience working in an advisory role preferred.
* English fluency and Spanish proficiency required.
* The interest in working effectively and compassionately in a culturally competent manner with students of a wide variety of backgrounds, skills, race and ethnicity with varying levels of English language skills is needed.

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 9098.  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](http://www.ccab.org/).