

## **SABES Program Support Professional Development Center**

Project Coordinator (Full Time, 40 hours per week)

44 Farnsworth Street, Boston, MA 02210

### **Description**

[World Education, Inc.](#) is a non-profit organization dedicated to advancing equity through education to support adults, their families, and communities to thrive. The [SABES Program Support Professional Development Center](#) (PSPDC) is a project of World Education, funded by the Massachusetts Department of Elementary and Secondary Education/[Adult and Community Learning Services](#) (ACLS).

The PSPDC develops and delivers high quality professional development (PD) to MA educators in DESE-funded adult education programs in eight priority areas: Program Management and Educational Leadership; Career Pathways; Advising; ABE Licensure; Digital Literacy; Connecting Adults with Adult Education Programs; LACES; and ADA Compliance. Each year (on average) our team delivers more than 5,000 hours of PD to more than 2500 participants via 200 PD events.

The full-time Project Coordinator works closely with Director Luanne Teller and the PSPDC team to provide overall coordination and support for the project by designing and maintaining high quality, streamlined, and effective organizational systems that maximize participation in PD events. Additionally, serves as the registrar for PD participants in Moodle online courses and provides technical support to the team, developers, and PD participants.

**Location:** The Project Coordinator will work on site/in person in our Boston office at least three days per week with the option to work remotely two days per week.

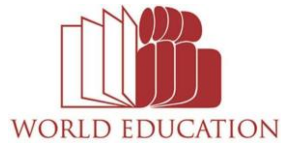
### **Major Responsibilities**

#### PD Planning and Coordination

- Assist with organizing PD events: Maintain internal tracking and scheduling sheets, post PD events to the online [registration calendar](#), and monitor registrations.
- Promote PD: Foster participation through consistent, effective communication with PD registrants. Provide individualized assistance and support in response to questions and needs, including specific requests for accommodations.
- Coordinate and reserve access to training space: Serve as liaison to other SABES centers seeking space at World Education.
- Coordinate and conduct promotional outreach, including by compiling and regularly updating multiple contact lists for targeted audiences. Assist with follow-up calls to adults seeking information about local adult education programs and services.

#### Data Management and Analysis

- Assist director with identifying, compiling, and analyzing data to inform PSPDC planning, evaluation, continuous improvement, performance reporting, and proposal writing.



- Develop and maintain individual PD event and annual summary tracking sheets to maintain registration and participation records (on average, 200 per year).
- Quarterly and annually, review PD data entered in LACES against internal tracking sheets to ensure complete and accurate reporting; identify and resolve discrepancies.

#### Distance Learning Registrar

- Support SABES online courses in Moodle (or other LMS as designated).
- Create accounts and offer tech support to new users; enroll all participants into courses.
- Communicate regularly with all registrants in Moodle courses; provide the tech support and information they need to successfully access and complete courses.
- Communicate with PD developers and course facilitators to recommend structures and resolve technical issues that arise.

#### Fiscal, Technology, and Training Support

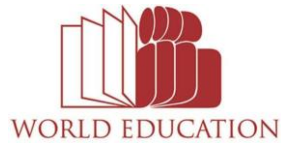
- Fiscal support: Monitor internal tracking sheets of project expenditures and reconcile against monthly reports; investigate and track discrepancies until they are resolved.
- Assist the Project Assistant, as needed, with logistics for PD events and support for presenters and PD participants, including requests for technology support, room setup, ADA accommodations, and other needs.
- Coordinate conferences (generally one per year); organize and communicate with registrants and presenters; prepare and organize materials; assist with setup and breakdown; and respond to requests for assistance from presenters and attendees

#### US Division/Other

- Participate in PSPDC team (monthly) and other SABES system meetings
- Attend monthly US Division meetings, contribute to division-wide shared activities, and participate in other staff development related activities, including required organization training/PD and discussions, e.g., Ethics Training, Diversity, Equity and Inclusion (DEI) PD
- Assist with recruiting, interviewing, and orienting new staff as needed

#### **Qualifications**

- Bilingual/multilingual candidates strongly preferred
- Associate's Degree required
- Minimum of three years of experience working within publicly-funded education systems; experience specifically with Massachusetts adult education learners, practitioners, and programs strongly preferred.
- Minimum of three years of demonstrated effectiveness in project coordination, including experience maintaining fiscal records and reconciling complex budgets
- Data management experience required (i.e., entering data, managing records, and generating reports to analyze effectiveness and inform continuous improvement) required; experience with the LACES database strongly preferred



- Proficiency in Microsoft Office Suite programs (including Excel); Moodle LMS and webinar platforms (e.g., Webex, Zoom) required
- Strong oral and written communication skills required; demonstrated ability to support individuals (e.g., PD participants and presenters) through effective communication, outreach, and follow-up
- Meticulous organizational skills required with demonstrated ability to produce high quality products, prioritize multiple tasks, and meet deadlines
- Ability to work both independently and collaboratively with a team
- Willingness to contribute ideas that benefit the project's continuous improvement, including a commitment to integrating concepts of diversity, equity, and inclusion throughout the work

### **To Apply**

Applicants must apply via the online portal [here](#). For more information about the US Division of World Education, please visit our [website](#).

*WEI is an Equal Opportunity, Affirmative Action Employer committed to workplace diversity. We are committed to providing equal employment opportunities for all qualified applicants and employees without regard to age, race, color, national origin, ancestry, creed, religion, gender, disability, marital status, gender identity, sexual orientation, sexual preference, genetic information, political affiliation, or protected veteran status in any employment decisions.*

*M/F/V/D*

*If you are an individual with a disability, or a disabled veteran and unable to apply online for an available position, you may submit your request for reasonable accommodation by calling Human Resources at 617-482-9485.*