



St Mark is looking for a part time Student/Volunteer Coordinator for its new Pathways to Citizenship program, a 2 year joint project between MIRA and St Marks. The Pathway program seeks to improve over 100 students English levels so they can pass the Citizenship exam. Classes are held in libraries and at Boston College High School. The coordinator, working directly with the Director, plays a critical role in ensuring the program has a high retention rate.

Position is in person with some remote work.

Responsibilities:

- Manage student registration
- Schedules Assessment testing
- Manages student attendance and retention
- Maintains student data base

Qualifications:

- Experience using a data base
- Excellent interpersonal skills
- Highly organized
- Experience working with immigrants
- Able to work independently

Position is from January to September, 11-12 hours per week @ \$25/hr

Inquiries to Mike at mike@stmarksesol.org