



Job Posting

Job Title

TEMPORARY QUINCY PROGRAM COORDINATOR/ADVISOR	Date: 3/3/2021
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Department

Adult Education	Email: Jobs@bcnc.net
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Position Summary:

The **Temporary Quincy Adult Education Program Coordinator/Advisor** is responsible for coordinating 10 state-funded English for Speakers of Other Languages (ESOL) classes, providing educational and career advising and support services to beginner to advanced adult English language learners, and managing five to ten volunteers. The Quincy Program Coordinator/Advisor also collaborates with the rest of the BCNC Adult Education team to develop and implement new program initiatives and maintain the quality of the BCNC Adult Education program.

Commitment: July 1, 2021 – October 31, 2021

Remote Work: This position is currently remote due to COVID-19. Remote work involves working from home using a BCNC-provided laptop and requires a reliable Internet connection.

Location: This position is usually on-site and based in BCNC's Quincy location at 1458 Hancock St.

Pay: \$23/hr for 37.5 hrs/wk

Benefits: N/A

Interested candidates should submit a resume and cover letter to jobs@bcnc.net.

Responsibilities:

50% Program Coordination & Administration

- In tandem with the Boston Program Coordinator/Advisor, lead the recruitment, screening, and orienting of new students for fall classes.
- Schedule and conduct standardized pre- and post-testing for enrolled students.
- Participate in weekly meetings with the BCNC Adult Education administrative staff.
- Assist in planning program events, such as mock interview events.
- Assist in creating and updating program materials (e.g., recruitment flyers, student handbooks).
- Enter and maintain accurate student data in LACES and CiviCore.
- Strategize with BCNC Adult Education administrative and teaching staff to develop and implement initiatives to maintain the quality of the ESOL program (e.g., measures to increase student retention).
- Assist in other department and agency initiatives as assigned by the Adult Education Director.

40% Advising

- Provide individualized educational and career goal-setting and advising to approximately 60 students.
- Maintain up-to-date internal records of advising sessions.
- Maintain program information about local educational and career programs, pathways, and resources.

10% Volunteer Management

Boston Chinatown Neighborhood Center, Inc. (BCNC)

Mailing Address: 885 Washington Street, Boston, MA 02111

Boston Site: 38 Ash Street, Boston, MA 02111

Quincy Site: 1458 Hancock Street, Quincy, MA 02169

Phone: 617-635-5129 | Fax: 617-292-1887 | www.bcnc.net | info@bcnc.net | Federal ID: 23-7209691



- Serve as point of contact and provide ongoing support for 15-20 regular volunteer teachers during the fall.
- Recruit, screen, and orient new volunteers as needed.
- Track and report volunteer hours.

Skills and Experience Required:

Required:

- Bachelor's degree in related field.
- Excellent written and oral communication skills.
- Experience using Microsoft Office 365, the Google Suite, and Zoom in a professional setting.
- Good project management skills, and the ability to balance multiple priorities concurrently.
- Ability to work in teams.
- Self-driven and results-oriented, with a positive outlook and a clear focus on high-quality service.
- Ability to work flexible hours (evenings, weekends, and early mornings) as needed to support needs of students and program.

Preferred:

- Master's degree in related field.
- Bilingual in English and at least one dialect of Chinese.
- Experience working with recent immigrants.
- Advising and/or teaching experience, especially with English language learners and/or adult learners.
- Certifications for the administration and scoring of BEST Plus 2.0 and/or TABE CLAS-E Writing and Reading.

Physical Requirements:

Must be able to speak and hear in classroom setting

Requires close visual acuity

Position is not exposed to adverse environmental conditions

About BCNC

Boston Chinatown Neighborhood Center (BCNC) empowers Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities by providing a broad range of innovative and family-centered programs and services to more than 8,000 children, youth, and adults every year. BCNC is an equal opportunity employer. Resumes accepted until position is filled.