

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Director of Adult Education
Department: Adult Education
Reports to: Executive Director and Associate Executive Director
Hours: Full-time

Position Summary:

The Director of Adult Education is responsible for managing all the education programming Union Settlement offers adults, including, but not limited to HSE, ESOL, and citizenship classes. Responsibilities include curriculum development, course evaluation and scheduling, budget preparation, fiscal management, supervision and staff development, record keeping, and reporting to funding agencies. The Director is a member of the agency's senior management team and serves as a strategic partner in planning and implementing the future vision for the agency. The Director must be both a hands-on worker and an excellent manager, supervising a staff of approximately 5 individuals.

Responsibilities:

- Direct and administer a program that meets the educational needs of adult participants.
- Supervise teachers and support staff.
- Develop, schedule, and supervise classes, projects and programs.
- Direct all outreach to target populations and liaison with appropriate community and government agencies regarding adult education services provided by Union Settlement.
- Direct and initiate efforts to expand adult education programs for emerging populations.
- Review and evaluate delivery of services on an on-going basis. Direct all changes to improve service delivery and ensure program goals are being met.
- Ensure student records and files are maintained.
- Ensure all funding agency reports are submitted on time.
- Ensure all funding agency policies and procedures, as well as Union Settlement policies and procedures, are enforced and followed.
- Collaborate with Finance Department to create program budgets and fiscal controls. Adhere to all funding agency guidelines when expending funds.
- Collaborate with Development Department regarding grant proposals and fundraising opportunities.
- Define, measure, and evaluate program performance data.

- Create continuous improvement based on performance data.
- Train, supervise and motivate others to engage in appropriate performance management activities.
- Evaluate staff performance and identify areas of training needed. Collaborate with internal departments and external agencies to facilitate training.
- Teach Adult Education classes, as needed.
- Additional duties as assigned by the Executive Director and Associate Executive Director.

Qualifications:

The ideal Director of Adult Education candidate will have the following qualifications:

- Master's Degree in Education or related field preferred.
- Bilingual (English/Spanish) fluency strongly preferred.
- Significant experience managing adult education programs, with at least 5 years' supervisory experience.
- Excellent interpersonal skills.
- Excellent organizational, verbal, and written skills.
- Excellent computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Knowledge of East Harlem community preferred.
- Demonstrated understanding of the challenges facing adult education populations.
- An innovative and patient professional dedicated to serving adult education populations.
- Unquestioned personal and professional integrity.
- A strong desire to help improve the lives of the residents of the local East Harlem community.

To Apply:

Please send cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references to: hr@unionsettlement.org.

Please indicate Director of Adult Education in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER