

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: Program Coordinator
Department: Adult Education
Reports to: Program Director
Hours: Full time - Evening/Saturday
FLSA: Non-Exempt

Position Summary

Union Settlement's Adult Education Program is looking for an experienced adult education professional capable of overseeing all aspects of our evening and Saturday classes. The individual must clearly be flexible, detail oriented with excellent interpersonal and bilingual communication (Spanish/English) skills and have a "whatever it takes" attitude toward meeting program benchmarks and goals. He/ She will be directly supervised by the Adult Education Director.

Minimum Requirements:

- Experienced professional with solid organizational and supervising skills.
- Experience working with adults from diverse ethnic and linguistic backgrounds
- Excellent Bilingual (Spanish/English) skills, and good computer skills.
- experience in intake, recruitment, testing and teaching activities in previous positions
- BS/BA degree

Desired, but not required:

- Experience teaching ABE/HSE classes in English.
- Familiarity with ASISTS or/and Capricorn databases.
- Familiarity with TABE and/or BEST Plus tests

Responsibilities:

- Direct oversight for evening and Saturday Adult Ed activities and for WIOA classes. This includes enrollment, pre and post testing, data input and data analysis, etc.
- Oversee evening classes enrollment and attendance patterns, and carry out activities that will help the program meet program goals.
- Oversee the submittal of daily Attendance Sheets and Monthly Attendance Rosters.
- Maintain communication with evening students in order to encourage student retention.

- Attend funding source meetings and trainings as needed and required.
- Meet with Director of Adult Education on a regular basis.
- Punctuality and regular attendance are required in order to meet funding source goals.
- Supervise Data Entry clerk.
- Assist Program with additional tasks and responsibilities as needed.

To Apply: Please send resume with names and contact information for three (3) professional references, and cover letter to jobs@unionsettlement.org