

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: Evaluation/Outreach Specialist
Department: Adult Education
Reports to: Director of Adult Education
Hours: Part-time

Position Summary:

The Evaluation/Outreach Specialist will assist the Director of Adult Education with student pre- and post-testing, perform outreach to community partners to improve enrollment of new students, provide Director with testing results and outcomes needed to assess quality of services, and offer recommendations for improvement.

Responsibilities:

- Assist Director and teachers with student pre- and post-testing.
- Oversee the continuous outreach and enrollment of new students into program classes.
- Analyze test results and provide Director with recommendations.
- Develop partnerships with organizations in the community to enable program to meet all of their enrollment target goals.
- Additional duties as assigned by Director of Adult Education.

Qualifications:

- Bachelor's Degree in related field.
- At minimum one year of experience with High School Equivalency programs and knowledge of TASC and Common Core requirements.
- Demonstrated experience working with urban adults and immigrants, and speakers of languages other than English.
- Excellent organizational, verbal, and written skills.
- Excellent computer skills (databases).
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.

To Apply:

Please send cover letter, resume, salary requirements, and references to:

jobs@unionsettlement.org.

Please indicate Evaluation/Outreach Specialist in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER