

JOB TITLE: English Language Learning (ELL) Program Coordinator
Formerly English as a Second Language (ESL) Program Coordinator



ORGANIZATION: Mid-State Literacy Council (MSLC)

LOCATION: 248 East Calder Way #307 State College, PA 16801

POSITION TYPE: Full-Time, Hourly, In-Person

ABOUT US:

Mid-State Literacy Council (MSLC) is a nonprofit organization created in 1971 to bring literacy in all forms to adults in Centre and Clearfield counties. From English Language Learners who have immigrated or are residing in the U.S., to adult students who want to improve their reading, math, or digital literacy skills, Mid-State Literacy Council's volunteers have educated and empowered thousands of community members in its 50+ year history.

JOB DESCRIPTION:

The English Language Learning (ELL) Program Coordinator plays a pivotal role in our organization by managing and developing our ELL program. This position requires a dynamic individual with a passion for adult education and community literacy, who can effectively manage program logistics, support volunteer teachers/tutors, and engage with learners from diverse backgrounds. The ELL Program Coordinator reports to the Executive Director and collaborates with the ELL Specialist and Adult Basic Education (ABE) Coordinator.

ESSENTIAL RESPONSIBILITIES:

- Manage ELL student enrollment, orientation, and advising with support from ELL Specialist
- Recruit, train, support and coach volunteer instructors with support from ELL Specialist
- Develop class schedules each semester based on student demand and volunteer availability
- Maintain MSLC's ELL student and tutor data systems and make recommendations for program strategies based on trends
- Supervise Interns, Federal Work study students, and Community Service Volunteers with MSLC staff support
- Serve as the primary receptionist during office hours with support from volunteers
- Provide classroom instruction as needed
- Ensure program quality by evaluating current efforts and making recommendations on policy, student assessment, curricula, instructional materials, intake procedures
- Develop strategies and projects to enhance MSLC's service to the community and to particular groups of learners, including immigrants and new residents
- Increase the scope of programming through outreach and marketing to social service agencies, educational institutions, businesses and others
- Prepare reports for the program components of grants and contracts at the request of the Executive Director and provide seasonal updates for agency website
- Assist the Executive Director in the preparation and writing of grant proposals as well as fundraising campaigns (ex. Centre Gives, Annual Appeal etc.)
- Attend meetings at the request of the Executive Director
- Perform other duties as assigned by the Executive Director

JOB REQUIREMENTS:

- Bachelor's degree in education or related field
- Two years' experience in teaching or educational/nonprofit administration
- Experience with non-profit organizations as an employee or volunteer
- Demonstrated interest in literacy and adult education
- Flexibility, cultural sensitivity and ability to engage with a wide variety of people
- Strong logistical organizational and program coordination skills with ability to prioritize
- Excellent verbal and written communication skills
- Ability to maintain confidentiality related to student and volunteer data
- Computer skills including competency with Microsoft Office, Google Suite and social media as well as the ability to learn additional applications (ex. Canva, Mailchimp etc.)

DESIRABLE ATTRIBUTES:

- Passion for working with and supporting a diverse community of learners and educators
- Bilingual proficiency (desired but not required)
- Active in civic and/or social organizations

WORK SCHEDULE:

Up to 38 hours per week, Monday-Friday

COMPENSATION AND BENEFITS:

Wage: \$17-\$19/hr based on experience

Paid time off (PTO) accumulated at 1 day per month and 10 federal Holidays

APPLICATION PROCESS:

To apply, please submit a resume and cover letter outlining your qualifications and interest in the position to Bridget Schell, bschell@mid-stateliteracycouncil.org

Candidate interviews begin: August 5, 2024

Preferred start date: September 1, 2024

STATEMENT ON EQUITY AND JUSTICE:

We believe in creating a culture where inclusiveness is a standard, everyday practice. To achieve this end, we are dedicated to ongoing dialogue and examination of all aspects of our organization to ensure that our volunteers, students, tutors, staff, and leadership may participate in a meaningful way in our literacy programs. We are committed to fostering and maintaining an equitable environment where all the diverse individuals in our community feel empowered to achieve their literacy and life goals.

EEO STATEMENT:

Mid-State Literacy Council is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description.