Education Program Coordinator

Overview

Mixteca Organization Inc., is a 501(C)3 organization founded in 2000 in Sunset Park, Brooklyn, which seeks to support sustainable livelihoods for Spanish-speaking immigrants, regardless of status. Mixteca provides free and culturally-sensitive programming to respond to the host of critical health, educational, and immigration needs for Spanish-speaking families in Brooklyn and the broader NYC metropolitan area.

Job Summary

Mixteca is seeking an organized, detail oriented and energetic Adult Education Program Coordinator. The Program Coordinator will lead Mixteca’s adult education programming, including courses for English Speakers of Other Language (ESOL) and literacy. This is a full time position and includes weekday evenings and Saturday shifts.

Primary Responsibilities

- Coordinate and support all adult education programming including DYCD contracts.
- Design and implement a range of innovative community outreach, recruitment and engagement activities for adult education course enrollment.
- Develop advertising material such as flyers, posters, social media posts, etc. that is creative, effective, relevant and meets agency guidelines.
- Recruit, select and coordinate adult education instructors (volunteers), including overseeing instructor curriculum and teaching quality.
- Track and record all relevant data related to outreach, education, volunteer management and technical assistance as required for reports.
- Monitor education materials, lead adult education calendar management and organize logistical needs for lessons, and other special events.
- Develop and maintain evaluations for instructors, research adult education best practices and instructor tools.
- Engage providers, including other community-based organizations, regarding potential partnerships to increase referral sources.
- Supervise a team of adult education instructors, interns and volunteers.
- Assist the Director of Programs and other staff in the calendar of activities and support with stakeholder communications.
- Prepare documentation, presentations and general materials regarding Mixteca programming.
- Represent Mixteca and adult education needs in the Spanish-speaking immigrant community in stakeholder meetings, special events and communications, as recommended by the Director of Programs and Executive Director.
Qualifications

- Minimum of BA/BS degree and/or 3 years of experience on teaching non-native English speaking adult students.
- Knowledge on issues relating to immigration, adult education, community organizing or related fields, strongly preferred.
- Experience working with adult students from a variety of backgrounds, including those with limited formal education and/or literacy skills, strongly preferred.
- A team player with the ability to work with diverse populations and socio-economic groups.
- Proactive administrator with good problem solving skills.
- Excellent verbal and written communication skills in both English and Spanish, with exceptional attention to detail.
- Strong outreach and interpersonal skills.

How to Apply

To apply please email your resume, a cover letter with salary requirements and a writing sample to info@mixteca.org. Include ‘Education Program Coordinator–FULL NAME’ on the subject line.

Note:
Salary: $45,000 - $47,000
Generous benefits including 100% coverage on health insurance premiums are included, flexible schedules and generous PTO package included.
Applications will be accepted until the position is filled. Only those candidates under consideration will be contacted.