



Center for New Americans

A Community-Based Education and Resource Center for
Immigrants and Refugees in Western Massachusetts

Center for New Americans seeks a part-time Refugee Program Coordinator to support our hybrid ESOL classes in Springfield. These classes take place mornings and evenings, in person and online. This position will report to the Executive Director and work closely with other program coordinators to support teachers and advisors as well as students. This position requires both morning and evening hours.

This position is for 15 hours/week through May 30th with an extension possible contingent on funding. Compensation is \$29/hour.

Qualifications:

- Experience teaching in adult basic ESOL education at various levels;
- Experience developing lesson plans using a scope and sequence;
- Demonstrated commitment and ability to work with the diverse, limited English proficient community;
- Proven ability to support and supervise a team of teachers;
- Understanding of technology and its application in an educational setting;
- Familiarity with the Massachusetts Department of Elementary Education (DESE) protocols and experience with compliance;
- Strong administrative and organization skills.

Duties and Responsibilities:

- Support teachers' implementation of Center for New Americans' scope & sequence, compliance with administrative requirements, and requests and questions;
- Recruit substitutes as needed;
- Support career advisor(s)' collaboration with teachers and integration of employment readiness into curriculum
- Work with Executive Director to make sure funder requirements are met
- Collaborate with Teacher Support Coordinator, Enrollment & Assessment Coordinator, Technology Coordinator, Volunteer Coordinator to manage class lists, conduct outreach as needed to students, and ensure that the program operates according to CNA protocols and culture

To apply:

If you are qualified (according to the qualifications listed above) and interested, please email a cover letter and resume to hiring@cnam.org. Please include names and contact information for 3 professional references.

Center for New Americans is an Affirmative Action /Equal Opportunity Employer.

Center for New Americans (CNA) is a community-based non-profit adult education center located in Western Massachusetts. Using a participatory approach to instruction, CNA provides limited-English proficient adults with the education and resources to learn English, become involved members of their new communities, and ultimately obtain the tools necessary to secure economic independence and stability.

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