

Program Coordinator/Career Coach-Evening

Overview: This position is for 15 hours a week, Tuesday-Thursday, at \$28-\$30 /hr. starting immediately until June 25, 2021, approximately. Direct onsite work hours are Tuesday-Thursday 5:00PM-9:30PM, a combination of remote and in-person, TBD, with the remaining hours to additionally fulfill the duties listed below. This position is open until filled. This position includes sick and personal days. Holidays are paid according to MUA's calendar if you are normally scheduled to work. The rest of the schedule is subject to negotiation. Does not include health benefits. There is no paid time off during the initial probation period of three months.

General Duties:

- Open and close MUA's building for students and staff
- Assist walk in students with intake and placement assessments
- Answer phones and take detailed messages for appropriate staff members --- when working from home, turn on call forwarding from 5-9:30 Tuesday/Wednesday/Thursday nights
- Help students during break time as needed and ensuring reception, bathrooms, and kitchen area stay clean
- Contact tracing and COVID policy enforcement for the foreseeable future
- Administer National Reporting System Assessments (NRS) as needed-BEST Plus and TABE Clas-E Reading
- Supervise and support night teachers with teaching and provide support for any issues that arise
- Communicate need for social service supports to educational and career advisor
- Ensure that High School Equivalency (HiSET) students partake in mandatory English for Speakers of Other Languages (ESOL) classes
- Assist teachers with retaining enrolled students and outreach team with securing new students for the program
- Monitor digital applications and update appropriate waiting lists
- Monitor MUA Gmail account, answer messages
- Support students with technology for digital classes as needed
- Participate in mandatory brief weekly check in or video call with supervisor
- Other duties as required and assigned by supervisors

Evening Career Coach:

- Coordinate field trips and referrals to community partner organizations, community colleges, and career centers, likely a combination of virtual and in-person
- Invite said programs to present at MUA on-site (if and when safe to do so)
- Assist students in applying for said programs
- Conduct follow up on former students at six months and one year to see if goals and needs have been met
- Attend professional meetings, educational conferences, and teacher training workshops, in order to maintain and improve professional competence

Requirements:

- Bachelor or Master's degree
- Knowledge of the workforce development system and networks in the Boston area
- Ability to work independently with **minimum** supervision and direction, especially during these times of the pandemic
- Competent in using Google Meet, Google Classroom, and Zoom
- Strong Microsoft Office and internet skills
- Ability to work as part of a team environment
- Two years supervisory experience in Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), high school or bilingual programs
- Desire and ability to work with people from diverse, cultural, linguistic, racial, and economic backgrounds

- Commitment to the advancement of low-income Latina girls and women and other immigrant populations

Strongly Preferred:

- Bilingual/Bicultural (English-Spanish)
- Certified to administer BEST Plus and/or TABE Clas-E

How to Apply:

MUA is an equal opportunity employer and bilingual persons and persons of color are encouraged to apply. Immediately please e-mail current résumé and thoughtful cover letter to:

Ms. Johannah Malone
Co-Director
Mujeres Unidas Avanzando
Dorchester, MA 02122
e-mail: johannahmalone@gmail.com

Schedule will be a combination of remote and in-person, keeping in mind staff and student safety at all times. Students and staff will have PPE during instructional hours.