



Valley Opportunity Council is seeking an Adult Education Coordinator

The Coordinator is responsible for the overall administration of the adult education program.

The Coordinator manages all grants, hires and trains staff, ensures compliance with state and federal law and all funding requirements.

The Coordinator of Adult Education provides educational leadership to ensure a standards-based, high quality program that prepares adult students and out-of-school youth for college and career readiness.

The Coordinator is responsible for planning and scheduling all classes and oversees all program activities.

The Coordinator oversees the development of a program-wide curriculum aligned with the standards and benchmarks of the College and Career Readiness Standards for Adult Education and the MA Curriculum Frameworks for Adult Basic Education (ABE), including English for Speakers of Other Languages (ESOL).

The Coordinator is also responsible for staff management and supervision, and fiscal oversight and reporting.

This position is funded primarily by the Department of Elementary and Secondary Education (DESE).

Provides direction and leadership in such a way as to nurture, create, and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provide employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Benefits

· \$1000 Sign on Bonus

- First 12 Months employees accrue 2 weeks of vacation
- After 13 months, you begin to accrue weeks of vacation
- You accrue 2 weeks of sick leave each year
- 12 Paid Holidays
- Other benefits medical Insurance, In lieu of medical insurance, VOC will provide the lowest cost contributed by the agency towards childcare reimbursement or other benefit products such as AFLAC products & Guardian Life insurance.
- Retirement plan available through Mutual of America, VOC will contribute 2% of your gross pay. If the employee wishes to contribute through employee deductions, he/she may contribute a minimum of 2% of their pay and the agency will add another 1%. Employees are also eligible to start the plan and contribute through payroll deductions after 30 days on the job.

Please send resume and cover letter to:

Natali Flores
Director of Human Resources
Valley Opportunity Council
35 Mt. Carmel Ave. 2nd Floor
Chicopee, MA 01013
AA/EOE

Pay: From \$30.00 per hour

Benefits:

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- Employee assistance program
- Health insurance
- Paid time off
- Retirement plan
- Tuition reimbursement

Education: Bachelor's Degree required
This is a full time position