



Job Posting

Job Title

Director of Adult Education	Date:2/6/2019
------------------------------------	---------------

Department

Adult Education	Email: Jobs@bcnc.net
------------------------	---

Position Summary:

Adult Education Program Description:

The goal of Adult Education is to support adults in obtaining employment with family sustaining wages, accessing to post-secondary training and education opportunities, and achieving economic independence. The adult education program provides morning and evening English classes, Parent ESOL class, tutoring, advising and workforce development for immigrant families in Greater Boston and Quincy areas.

Position Summary: Director of Adult Education

The primary responsibility of the Director of Adult Education is to design, implement, monitor and evaluate adult Education programs at Boston and Quincy sites. S/he is responsible for the overall operation of the Adult Education program, including staff hiring, supervision and evaluation, program planning and development, grant proposal and report writing, fiscal management, meeting state and funder regulatory requirements, record keeping and reporting, and representing the program and BCNC externally. S/he manages internal partnership with all programs within BCNC. This is a full-time (37.5 hours/week) position, based in Quincy but responsible for Boston and Quincy sites of Adult Education. This position reports to the Director of programs.

Responsibilities:

Major Position Functions:

Program Administration, Supervision, and Operations

- Manage external partnerships with Department of Elementary & Secondary Education, non-profit organizations, corporate company and business sectors;
- Manage internal partnership with all programs within BCNC;
- Supervision of staff, volunteers and seek professional development opportunities for staff;
- Maintain program records, files, and documentation, including evaluation tools and records;
- Develop and maintain statistical and program forms;
- Implement and monitor program evaluations;
- Update program staff, volunteers and students concerning schedules, programs, and emergencies.

Program Development and Implementation

- Develop and follow Logic model/evaluation protocol for the Adult Education program;
- Represent BCNC in outside agency meetings and networks related to Adult Education programming
- Establish partnership with business sectors to increase opportunity for students' job placement and workforce development

Boston Chinatown Neighborhood Center, Inc. (BCNC)

Mailing Address: 885 Washington Street, Boston, MA 02111

Boston Site: 38 Ash Street, Boston, MA 02111

Quincy Site: 275 Hancock Street, Quincy, MA 02171

Phone: 617-635-5129 | Fax: 617-292-1887 | www.bcnc.net | info@bcnc.net | Federal ID: 23-7209691



- Willing to travel to BCNC different locations;
- Other responsibilities as assigned by supervisor.

Grant writing and reporting

- Work with Development Department to complete grant proposals and research funding opportunities for overall programs and write grant reports for funding received and spent;
- Manage program budget and finances for Adult Education program
- Manage the government contracts

Skills and Experience Required:

Skills and Experience Required:

- B.A. required; Master's degree in education, human services, management or preferred in a related field.
- Minimum five years in managing government contract or coordinating in ESOL or Adult Basic Education programs
- Knowledge to work with the Department of Elementary & Secondary Education
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills; self-disciplined with an ability to meet timelines
- Demonstrated leadership ability with strong yet flexible analytical and problem solving skills
- Excellent organizational skills and ability to manage multiple tasks in a fast-paced environment
- Ability to work independently and cooperatively
- Experience with fiscal management and budgets
- Experience with evaluation and outcome measurement
- Demonstrated ability to work with Development team.
- Proficiency in Windows environment, MS Office and related applications.

About BCNC

Boston Chinatown Neighborhood Center (BCNC) is the largest nonprofit social service provider dedicated to Asian families in the Greater Boston area, supporting over 2,000 children, youth, and adults each year at three locations in Boston and Quincy. The mission of BCNC is to ensure that the children, youth, and families we serve have the resources and supports they need to achieve greater economic success and social well-being. BCNC helps families access the resources and services available to them, provides opportunities for them to learn and acquire skills, and creates a community of mutual support and encouragement.

BCNC is an equal opportunity employer. Resumes accepted until position is filled.