

**YMCA of Greater Boston  
International Learning Center (ILC)  
100 Franklin Street, Lower Level  
(Map: 201 Devonshire Street)  
Boston, MA 02110  
www.ymcaboston.org/ilc**



**Lead Advisor and Program Coordinator**

\$22-\$28/hour = \$45,760 - \$58,240

Full-time Exempt

Hours vary: Some shifts start at 8am. Some evenings required, until 9pm. Occasional Saturday mornings.

Applications due by September 1. Earlier preferred.

Advisor Responsibilities

- Work with adult English language learners to identify career goals and make a plan to achieve them. Meet with them one-on-one to review their goals, track progress, and update plans as needed. Teach students how to fill out the FAFSA, translate and/or evaluate their credentials from their native country, apply for scholarships, apply for college, job search, interview, and choose a career path.
- Gather and share information about steps needed for career paths that interest the students, i.e. becoming a nurse or a software developer
- Teach computer skills and job and career readiness class for 2.5 hours each week
- Track all student progress from intake to outcome in Excel and online database
- Counsel students who are encountering personal obstacles and connect them with community resources, such as help them find and apply for a childcare voucher
- File all required student documentation
- Participate in advisor learning and sharing groups with the intention to become a better informed advisor
- Lead new student orientation on the first day of classes
- Stay up to date on policies and ensure the program meets DESE (Department of Elementary and Secondary Education) requirements

Program Coordinator Responsibilities

- Plan field trips to local colleges, universities, libraries, and college planning centers
- Develop and maintain relationships with community partners
- Coordinate mock interview events with various employee resource groups, service day groups, and nonprofit volunteers
- Lead the organization for school-wide graduation ceremonies twice a year
- Work with lead DESE teacher to develop program calendar of testing dates and guest speakers
- Create workshop series with employer partners to lead skill-building seminars, mentor relationships, workplace tours, etc., to spark students' interests and confidence to pursue high demand careers

### Teaching English as a Second Language

- Teaching some career, college, computer, and English language skills required
- Plan lessons that incorporate critical thinking and adhere to DESE and WIOA best practices and requirements. Document curriculum standards the lesson addresses.
- Substitute all language levels

### Supervisor Responsibilities

- Coach new advisors on best practices for working individually with students on goal attainment
- Hold monthly meetings with a team of advisors to address student concerns and share insights and resources
- Process all emergency and long term subbing requests and arrange substitutes
- Assist with recruiting, interviewing, selecting, and training staff members

### Required qualifications

- Bachelor's degree required; master's degree preferred, with appropriate course work in counseling, social work, or education, or 2+ years of relevant work experience
- Experience working with immigrants and/or refugees
- Experience teaching English as a Second Language (ESOL)
- Advanced level proficiency with Microsoft Office Suite and Google Drive
- Ability to analyze data (required for tracking student information and outcomes)
- Ability to prioritize and multi-task effectively in a busy work environment
- Excellent organizational and communication skills
- Team-player, problem-solver, self-starter, and motivated

### Preferred qualifications

- Best Plus and TABE Clase-E Reading and Writing certified test administrator
- Experience with curriculum writing, especially in accordance with WIOA and DESE guidelines, using College and Career Readiness Standards and Benchmarks for ESOL Learners
- Experience and interest in managing a team of 10+ teachers

### To apply

Send a cover letter and resume via email to Sarah Harkelroad, [sharkleroad@ymcaboston.org](mailto:sharkleroad@ymcaboston.org). No phone calls, please.