



Position Title: Adult Education Coordinator
Reports To: Adult Education Manager
Status: Regular, Part-Time (10 hours/week minimum), Non-Exempt
Position Summary: Coordinate evening Adult Education classes

Responsibilities:

- Coordinate evening English Language Learning, GED, and Citizenship classes
- Assist volunteer instructors and students in evening classes
- Conduct new student registration
- Enter data from classes on MABE Database
- Participate in program evaluation design, tool development, data collection and analysis
- Keep thorough/confidential record of activities and maintain confidentiality of all program participants in accordance with data privacy/ethical laws, standards and policies
- Perform all work in accordance with Neighborhood House policies and procedures
- Attend and participate in departmental, agency and external meetings, trainings, committees and events as required
- Other duties as assigned

Qualifications:

- Bachelor's degree required; master's degree or valid MN teaching license preferred
- 1-3 years experiences working with immigrants and refugees, preferably in Adult Basic Education (ESL, GED, etc.)
- Experience with Adult Education assessment procedures preferred
- Excellent interpersonal, verbal and written communication skills in English
- Proficient computer skills (including Microsoft Office, Internet and e-mail)
- Ability to work collaboratively in a team environment
- Possess initiative and organizational skills
- Ability to balance multiple projects and priorities
- Bilingual in Spanish, Somali, Oromo, or Karen a plus
- Demonstrated ability to work and communicate effectively with people of diverse ethnic, economic, racial and cultural backgrounds
- Must be able to work evening hours Monday through Thursday

For consideration please submit your resume with letter of interest to: Neighborhood House, Attn: Human Resources, 179 Robie St, St. Paul, MN 55107; Fax 651-789-2555; Email:humanresources@neighb.org.

Neighborhood House is an equal opportunity employer committed to affirmative action and a welcoming work environment for people of diverse communities.

We participate in the support, guidance, and appreciation of volunteers.