



# english for **NEW BOSTONIANS**

## **JOB ANNOUNCEMENT**

March 2021

**Job Title:** ESOL Economic Integration Coordinator

**Reports to:** English Works Campaign Organizer

**Status:** Full-time Exempt

**English for New Bostonians** (ENB) invests in the future of our region by creating opportunities for immigrants to pursue their educational, economic and civic aspirations. We make and manage grants to ESOL programs, provide training and technical assistance, and lead the statewide English Works Campaign, focusing on increased business investment in ESOL, policy advocacy, and capacity development. Each year, ENB programs provide a gateway for 1,000 immigrants to participate in Boston's economic and civic life.

**The ESOL Economic Integration Coordinator**, a new position, will facilitate ENB's career pathway, small business and workplace ESOL initiatives, each at a different stage of development, from pilot to expansion. These initiatives are aimed at assisting workers and small business owners, and cooperative owners to gain the English, employment and business knowledge they need to recover from economic devastation resulting from the COVID-19 pandemic; to build and leverage their skills; and to seize economic opportunities. All aspects, including planning, curriculum and technology, and evaluation will be implemented with the goal of building knowledge and capacity among ENB and partners. The Program Coordinator will become a member of ENB's highly collaborative team, and work with employer partners, community-based ESOL programs and consultants to ensure high-quality planning, delivery and continuous improvement of our economic integration ESOL programming.

### **Responsibilities:**

#### Program Planning and Start-up:

- Through research, direct program observation and practice, assemble and share with ENB staff, ESOL providers and other relevant partners best practices and models that enable immigrants with diverse backgrounds and goals to successfully improve their English skills and enter, advance and thrive economically.
- Work with staff and ESOL providers to design, pilot and bring to scale integrated ESOL models that promote English and technical skills acquisition, career advancement and business development by immigrants.

- Develop hiring pipelines linking ESOL programs to ENB employer partners who have openings.
- Conduct targeted outreach to employers to explore their options to offer workplace English training to their employees.
- Work with interested employer partners to plan logistics and manage start-up of workplace English training for employees.
- Help develop and implement effective needs assessments of prospective students across workplace and small business programs.

#### Program Coordination

- Work with ESOL providers to design robust outreach and recruitment strategies to attract prospective students for economic integration ESOL programs, ensuring fulfillment of ENB's enrollment goals.
- Facilitate regular program planning and evaluation meetings with partners.
- Work with ENB staff and employer partners to manage logistics and quality of ESOL pipeline and workplace programs.
- Collect, curate and disseminate resources and information for ESOL students, counselors and teachers via ENB's website, workshops, and other formats. Resources will include skills training opportunities, employment, unemployment/safety net funds, state and city services, immigration and citizenship information, small business assistance, etc. Assist ESOL program staff to integrate these resources into their curriculum and programming.
- Assist with program evaluation (student and stakeholder surveys, focus groups, etc.), and work with staff on data analysis.

#### Cross-ENB Collaboration

- Collaborate with ENB Communications/Development staff in promoting ENB's programmatic accomplishments by collecting and curating student stories and quotes, assembling information and reports, etc.
- Assist Program and Finance/Operations staff with ESOL program contracting and billing.
- Provide operational support such as ordering materials and computers if needed.
- Assist with ENB-wide events and special projects.
- Perform related duties as assigned or as needed.

## **Qualifications**

- At least 3-4 years' professional experience in workforce development, adult education, entrepreneurship, ESOL, immigrant services or related field.
- Strong organizational, coordination and project management skills.
- Excellent verbal and written communication skills.
- Ability to take initiative, and to inspire co-workers, external partners and to work collaboratively.
- Ability to meet deadlines and handle various projects simultaneously. An entrepreneurial approach helpful.
- Ability to work as part of a team and in a culturally diverse environment.
- Experience working in and with immigrant communities preferred.
- Bilingual/bicultural preferred.
- Experience and versatility using Office suite, Google Suite, and digital communication platforms.
- Familiarity with program evaluation helpful.

## **Compensation:**

\$55,000-\$60,000 depending on experience, in addition to the following benefits package:

- Health and dental insurance.
- 403(b) retirement plan, with additional contribution by ENB after two years
- Generous Paid Time Off package (paid holidays, vacation days, personal days, sick leave, annual office closure between Christmas Eve – New Year's Day).

**To Apply:** Send cover letter, résumé, and three references with the subject line "ESOL Economic Integration Coordinator" as the subject line to [info@englishfornewbostonians.org](mailto:info@englishfornewbostonians.org). Please apply before April 9, 2021. Résumés will be reviewed on a rolling basis.

*ENB is an Equal Opportunity Employer and is committed to ensuring our staff and board reflect the racial, ethnic and linguistic diversity and lived experiences of the immigrants and others we are privileged to serve. People of color are highly encouraged to apply.*