

ESOL Program Engagement Administrator

Job description

Casserly House is a place of welcome and connection for immigrants and collaborative partner on neighborhood issues in Roslindale. Casserly House is a ministry of the Sisters of St. Joseph of Boston, in the charism of being a good neighbor inspired by God's unifying love.

In this position you will be engaging with immigrant neighborhood families of school-age children while providing administrative support to the organization and coordinate and improve our in-person English Language Classes for adult immigrants from Roslindale and surrounding areas.

Essential Duties and Responsibilities:

- Support and foster the mission of Casserly House.
- Coordinate in-person classes for adult English language learners, often new arrivals to the US and mostly beginners, though some intermediate level. The new position aims to improve program quality, depth, and reach.
- Enroll potential adult learners in classes and assess appropriate fit and level. Refer adult learners to other formal programs, as necessary.
- Support volunteer instructors by leading curriculum planning, scheduling, and recruitment. The Administrator needs to be flexible to provide coverage for volunteer instructors.
- Advise, connect, and help navigate adult learners and neighbors to resources; Create opportunities to integrate life issues (for example, worker rights and affordable housing) into English Language Learning. Advocate for neighborhood issues and embolden immigrant voice. Represent CH at external meetings. With Director, assist with occasional educational workshops.
- Responsible for coordination of regular (*bi-weekly/monthly*) activities during the school year for children and families.
- Facilitate communications strategy with social media, with attention to language access for speakers of other languages/learners who are not proficient in their first language.

The ideal candidate would have all or most of the following qualifications:

- Demonstrate the ability and perspective to strengthen our capacity to meet our mission. Over the next two years, outreach to Roslindale immigrants to increase the number of adult learners from our current 20-24 up to 36.
- 2-5 years of experience working with English language learners, who have a variety of literacy skills.
- Strong record of cultural competence and cross-cultural communication skills.
- Highly organized and flexible.
- Experience in an immigrant, nonprofit, and/or faith-based organization.

Schedule:

Full-Time, Monday-Friday

Benefits:

- We offer great benefits that include Medical, Dental, Vision, Life, Long/Short Term Disability, Vacation, Sick, Holiday pay and much more!
- Evidence of COVID-19 vaccination for all Casserly House personnel who will be present at the home. Religious and medical exemptions will be provided in accordance with applicable federal and state laws.
- We are an equal employment opportunity employer. All employment decisions are based on merit, qualifications, and competence and not influenced or affected by race, color, religion, age, gender, national origin, ancestry, marital status, military status, veteran status, disability, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, or local law.

Job Type: Full-time

Benefits:

- Dental insurance
- Flexible spending account
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Monday to Friday

COVID-19 considerations:

- Evidence of COVID-19 vaccination for all Casserly House personnel who will be present at the home. Religious and medical exemptions will be provided in accordance with applicable federal and state laws.

Ability to commute/relocate:

- Roslindale, MA 02131: Reliably commute or planning to relocate before starting work (Required)

Application Question(s):

- How many years of ESOL teaching experience do you have?
- How many years of project management do you have?
- What is your salary expectation for this role?

Work Location: One location

Apply via [Indeed](#).