



english for **NEW BOSTONIANS**

JOB OPENING

Training and Technical Assistance Coordinator

June, 2019

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 (TA), 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 1,100 immigrants to participate in Boston's economic and civic life.

The **Training and Technical Assistance Coordinator** will serve as lead ENB staff on ensuring the success of our customized ESOL initiatives; provide training and TA to ESOL teachers, other ESOL program staff, and relevant partners; and develop and implement ENB's training role in the ESOL system in Boston and Massachusetts. Some training /TA supports targeted grant areas, directed to students with specific experience or goals, such as parents, entrepreneurs, or those seeking new/better employment.

Overall Responsibilities

Training and Technical Assistance:

- Facilitate regular meetings and provide training and technical assistance to specialized grantee cohorts including ESOL Pathways, ESOL for Entrepreneurs, and ESOL-Digital Literacy.
 - Assist ESOL and relevant project partners to successfully implement programs;
 - Train teachers in effective ESOL instruction, including use of customized curricula and integration of additional resources;
 - Provide additional professional development and training (for example on student recruitment, retention and transitions);
 - Work with relevant curriculum developers and sites to ensure curricula meet student, program and ENB needs and goals, as needed;
 - Identify and leverage new workforce and small business resources that will be useful to ESOL programs and students.
- Identify, assess and address the program/ professional development and technical assistance needs of funded programs;
- Provide volunteer tutor training, for tutors placed in ENB-funded programs;
- Provide TA to instructors, counselors, and other program staff, including programs/partnerships in planning phases.

Program Management

- Meet regularly with ENB Program Manager to coordinate program support (training and TA) with program management;
- Manage volunteer program with partner organization;
- Communicate about project progress with the ENB Program Manager and Executive Director;
- Conduct evaluative site visits to some targeted initiative programs;
- Assist with development and use of evaluation tools to measure system-, program- and student-level impact;
- Provide monthly reports on progress of work, challenges and successes;
- Represent ENB in public forums, conferences, trainings and meetings.

Qualifications

- At least three years' experience as an ESOL teacher
- Experience providing training and TA to ESOL, workforce development , and/or economic development professionals
- Experience with the Greater Boston/MA adult literacy system desirable
- Familiarity with career development, small business development desirable
- Strong organizational and project management skills
- Excellent writing and verbal communication, and computer skills
- Ability to meet deadlines and handle various projects simultaneously
- Ability to work as part of a team and in culturally diverse environment
- Bilingual/bicultural preferred
- Some travel may be required outside Boston.

Compensation: Competitive salary; vacation/sick/personal days, holidays.

To Apply: Send a cover letter and résumé, with three references by July 5, 2019 to info@englishfornewbostonians.org. Applications will be reviewed as received.

ENB is an Equal Opportunity Employer and encourages women and people of color to apply.