



## **JOB ANNOUNCEMENT**

January 2022

**Job Title:** **Manager of ESOL Career Coaching**

**Reports to:** Director of Programs

**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 Manager of Career Coaching**, a new position, will provide group and individual workforce readiness coaching to Limited English Speakers (LES) in ENB's partner adult English for Speakers of Other Languages programs. The federal Career Center system was not designed to serve LES with diverse educational and work backgrounds and goals, and immigration statutes, yet LES offer an untapped pool of talented and highly motivated employees and entrepreneurs. The team of four Career Coaches will form a specialized, centralized network of coaches to work with students served by grassroots ESOL providers, within a system tailored to diverse LES subpopulations. Coaching will help students prepare for the job market and small business opportunities, use of technology as part of their job search, learn about U.S. work culture, connect with and be hired by employers who will treat them with respect. The Career Coach will become a member of ENB's highly collaborative team, and work with employer partners and community-based ESOL programs to ensure high-quality planning, delivery and continuous improvement of our economic integration ESOL programming. All aspects, including planning, curriculum and technology, and evaluation will be implemented with the goal of building knowledge and capacity among ENB and partners. This position is grant-funded.

### **Responsibilities:**

#### Program Planning, Start-up and Management (approximately .5FTE)

- Through start-up training period, work with the project consultant, participating actively in training and fostering the full participation of others, coordinating logistics, etc.; and with ESOL provider partners to gather information, plan and manage start-up of career coaching for their students.
- Manage all aspects of career coaching program, including relationships with ESOL providers and employer partners, program development, and logistics.

- Lead and supervise collaborative team of 3 career coaches.
- Assemble and share with ENB staff and partners best practices and models for career coaching of limited English speakers.
- Develop hiring pipelines linking ESOL programs to ENB employer partners.
- Assist with development and implementation of effective student needs assessments and evaluation tools.
- Arrange for distribution of educational technology, including Chromebooks and software, to programs.
- Meet regularly with ENB Director of Programs, consultant assigned to project, and with ENB Economic Integration team, to coordinate job coaching support with program management and with other economic integration initiatives;
- Collect, curate and disseminate resources for ESOL students, counselors and teachers about 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 programming.
- Communicate about program progress with the ENB Director of Programs and Executive Director, by monthly report and other means;
- Represent ENB in public forums, conferences, trainings and meetings.

#### Coaching (approximately .5FTE)

- Participate actively in all trainings, including ENB startup Career Coach training.
- Work collaboratively with ESOL Instructors and staff at ESOL program to ensure alignment between workforce readiness curriculum and coaching.
- Coach participants individually to assess each participant's work readiness skills to successfully attain employment/better employment/start or grow a business.
- Assist participants 1-on-1 with job applications, résumés, interview preparation, etc.
- Conduct workshops on goal setting, career exploration, resume writing, diversity in the workplace, attitude on the job, attendance, and other work readiness skills.
- Work with ENB's Economic Integration team to arrange for employer and community partner presentations to the participants and for tours of employer facilities.
- Facilitate job interviews/ placements for participants. Be the liaison with employers for job placement and retention.
- Provide post-employment job retention coaching for at least three months.
- Collect evaluative information, such as student wage data, exercising discretion in handling confidential information.

#### Cross-ENB Collaboration

- Collaborate with staff across ENB to maximize organizational resources. Assist in promoting ENB's programmatic accomplishments by collecting and curating student stories and quotes, assembling information and reports, etc.
- 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 commitment to assisting all immigrants toward their career goals, regardless of immigration status.
- Strong organizational and project management skills. Ability to meet deadlines and handle various projects simultaneously. An entrepreneurial approach helpful.
- Experience supervising staff or volunteers.
- Excellent verbal and written communication skills.
- Experience using web-based job search resources and techniques
- Flexibility and ability to take initiative, and to inspire co-workers, external partners and to work collaboratively on a new initiative.
- Ability to work as part of a team and in a culturally diverse environment.
- Experience working in and with immigrant communities preferred.
- Bilingual/bicultural in Spanish, Haitian Kreyol, Cape Verdean Creole, Vietnamese and/or Portuguese preferred.
- Versatility using Office suite, Google Suite and digital communication platforms.
- Familiarity with program evaluation helpful.

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*Proof of completed course of Covid-19 vaccination and booster is required.*

## **Compensation:**

\$60,000-\$66,000 depending on experience, in addition to the following benefits:

- Health and dental insurance.
- 403(b) retirement plan, with additional contribution by ENB after two years
- Generous paid time off package incl. annual office closure Christmas – New Year's.

**To Apply:** Send cover letter, résumé, and three references with the subject line “Manager ESOL Career of Coaching” to [info@englishfornewbostonians.org](mailto:info@englishfornewbostonians.org) by 1.25.22. 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.*