



The Community Education Project, Inc.

Enseñando y aprendiendo en nuestra comunidad

317 Main St., Holyoke, MA 01040

Tel: 413-538-5770

The Community Education Project has an immediate opening for the following part time evening position:

POSITION: ABE/ESOL Program Support Specialist

LOCATION: Community Education Project, Holyoke, MA

QUALIFICATIONS:

- Bachelor's Degree or higher
- Proficient oral, written, and electronic communication skills
- Data Management Skills; highly skilled in tracking, maintaining, and reporting accurate data using multiple platforms
- Supervisory experience, particularly in Educational Leadership
- Working knowledge of Adult and Community Learning Services Division of Massachusetts Department of Elementary and Secondary Education.
- Certified to administer and score BEST Plus and TABE or ability to become certified within 90 days of employment
- Ability to manage social media presence and website content
- Awareness and sensitivity to low income minority communities
- Strong belief in the ability for adult learners to thrive given the appropriate resources and support needed to successfully meet their goals
- Ability to work independently and/or cooperatively as a team member
- Knowledge of the workforce development system

DUTIES:

- Provide Educational Leadership to ABE/ESOL Instructors and Educational/Career Advisor
- Develop effective, efficient, user friendly systems for accurately tracking, maintaining, and reporting program outcome data
- Research best practices and share/present relevant information to staff.
- Observe evening classroom programming and provide feedback to teachers on instructional practice
- Solicit student feedback through periodic in person interviews, focus groups, surveys and student/teacher observations
- Coach and Support Teachers in implementing Evidence Based Best Practices for Adult Learners' success
- Maintain CEP social media presence and website updates

The Community Education Project receives funding from the Massachusetts Department of Education and private foundations.

We are committed to non-discriminatory practices, including compliance with the Americans with Disabilities Act.

Hearing Impaired MassRelay Service dial 711 and (413)538-5775

CEP is a 501(C)(3) tax exempt organization

www.cepholyoke.org



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- Participate in collaborative projects as needed
 - Other duties as assigned

The Program Support Specialist supports staff in delivery of quality services, works to ensure compliance with DESE requirements, maintains data tracking and reporting to Director, analyzes data to determine program's strengths/areas in need of support. The Program Support Specialist identifies resolutions and implements targeted interventions/promotes successful models. The Program Support Specialist tracks and develops strategies for social media promotion, engages CEP's social media presence, and updates CEP website as needed. The Program Support Specialist is a key component of the CEP team.

SALARY: \$23.00/ hr; 8-10 evening hours/wk; Tuesday/Wednesday/Thursday during school year (September to June). This is a grant funded position with occasional flexible scheduling requirements based on program needs. Duration of this position is September 4, 2018 to June 30, 2019 totaling 41 work weeks per year with option to renew following annual performance review and organization's ability to secure funding needed to sustain the position. All CEP positions require a satisfactory performance review following probationary period of 90 days for employment to continue beyond the initial 90 day probationary period. Reports to Executive Director.

Interested candidates should submit their resume with a cover letter to:

Rose Egan, Executive Director

Community Education Project

Email: regan@@cepholyoke.org

Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position.