

Job Title: Education Services Coordinator

Job Status: Full Time (Non-Exempt)

The Education Services Coordinator coordinates ESOL classes at several sites in northern Virginia and manages all volunteer teachers. Class coordination involves conducting student registrations, collecting and entering student demographic data, regularly supervising and observing classroom instruction, recruiting and training volunteer teachers, and conducting student outreach and recruitment. The Education Services Coordinator also coordinates the Know Your Rights presentations, substitute teaches when necessary, and performs other duties as assigned.

Prerequisites:

- BA in Education , social sciences, or an international field of study
- Two or more years of experience working in a multi-cultural setting
- Demonstrated knowledge of Microsoft Office 2007 or later
- Superior writing skills
- Excellent interpersonal skills
- Demonstrated ability to work well in a team environment
- Bilingual (fluent in Spanish and English) strongly preferred
- Valid driver's license and regular access to a car

This position requires some scheduled weeknight and weekend hours. There is a three-month provisional period for this position.

Please send your resume, salary requirements, and cover letter to jobs@ccda.net . No calls, please. Incomplete applications will not be considered.