

**Job Title: Workforce Development Coordinator**

**Job Status: Part-time (20 hours per week)**

The Workforce Development Coordinator will coordinate workforce development classes, as well as workforce development and job training initiatives for ESOL learners in Northern Virginia. Class coordination involves curriculum development for new and current programs, supervising and observing classroom instruction, supporting and training volunteer teachers, monitoring student progress, and serving as a mentor to workforce development students. The Workforce Development Coordinator also teaches ESOL and workforce development classes. The position will also network and establish new partnerships with local employers and community partners to expand the program's workforce development initiatives. The Workforce Development Coordinator will also perform other related 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
- One or more years of experience developing curriculum for classroom instruction
- One or more years of experience networking and developing partnerships in the community
- Demonstrated experience working with volunteers
- Bilingual (fluent in Spanish and English) strongly preferred
- Demonstrated knowledge of Microsoft Office 2007 or later
- Superior writing skills
- Excellent interpersonal skills
- Demonstrated ability to work in a team environment
- Valid driver's license and regular access to a car

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

**This is a temporary position ending June 30, 2019.** The Workforce Development Coordinator must be available to work in Manassas Monday through Thursday from 4:30-9:30PM.

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