



Adult Education Site Coordinator

Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to empowering refugees and immigrants in Middle Tennessee through direct social services and educational programs. The Adult Education Site Coordinator will report to the Adult Education Program Manager and will work closely with education program staff. This is a part time, 10-12 hour a week position.

Job Summary: Works with adult learners from around the world and provides support to volunteer teachers. Coordinates student intakes, fee/payment collection, assessments, and volunteer activities, including teaching and child care, as well as student and volunteer recruitment and placement. Oversees scheduling for teachers and substitutes.

Major Responsibilities:

- Site Coordination duties to include: locking/unlocking classrooms, room setup/preparation for classes, welcoming students at the door with a warm smile and hello, and answering questions as they come in.
- Develops and maintains a system of volunteer support to include: onboarding of staff, ongoing or on-demand training, provides continuous performance coaching, exit interviews, and collection of user/instructor program feedback and success stories.
- Maintains program materials for scheduled classes and childcare.
- Reconciles materials purchased against materials on hand. Compiles receipts and monies for further processing.
- Acts as liaison between MNPS, Nashville International Center for Empowerment (NICE) and volunteer teachers.

Requirements:

- Demonstrated leadership and management skills
- Ability to work under pressure and adhere to deadlines
- Ability to shape collaborations and partnerships with others
- Ability to plan, prioritize, and execute tasks on timely matters

- Strong written and oral English proficiency
- Willingness to work non-traditional hours on occasion, such as nights and weekends
- Strong interpersonal and verbal communication skills
- High levels of self-motivation and independence
- Ability to work as part of a diverse team
- Familiarity with computer software, information databases, internet and email • Reliable transportation

Experience:

Required: High School Diploma *Preferred:* Bachelor's Degree in Education or similar

Minimum of one years' experience in education program coordination or volunteer management, including volunteer mentoring and supervision. Experience teaching ESL or basic reading to adults strongly preferred. Proficient in Microsoft Office Suite required.

COMPENSATION: Competitive

Job Type: Part-time, must be available Tuesday, Wednesday, and Thursday evenings from 5:30pm-8:30pm.

Contact Information and Procedure:

Send cover letter, résumé to brandon@empowernashville.org. Qualified candidates will be contacted for an interview. No calls. Applications without requested information will not be considered.

APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.