

Chinese Mutual Aid Association: ESL Program Coordinator - Elgin



Chinese Mutual Aid Association (CMAA) is seeking a Program Coordinator to supervise and support CMAA's Illinois Community College Board-funded English as a Second Language and Career Pathways Programming for limited-English proficient adults at its satellite Elgin office.

The ideal candidate will be detail-oriented, flexible, independent, and display a deep commitment to offering high-quality literacy programming. They will be committed to getting results in a fast-paced environment and able to handle multiple projects independently. This position is an excellent opportunity to engage various ethnic and low-income communities, and to contribute to a forward-thinking team dedicated to building a sustainable Adult Education Department.

About Chinese Mutual Aid Association

Chinese Mutual Aid Association is a community focused organization dedicated to fostering the integration of the Pan-Asian immigrant and refugee community into U.S. society. Established in 1981, CMAA has been a cornerstone of the Uptown community since then, providing programming for generations of low-income youth, adults, and senior citizens. In addition to offering services out of the main site in Chicago, CMAA expanded services to Elgin in 2016, offering Adult Education classes as well as in-home health services to the elderly.

Job Responsibilities

The Program Coordinator is responsible for the following:

- Coordinating class term schedules, registration, and testing; assisting program participants in transitioning from Illinois Community College Board-funded classes into postsecondary education or employment opportunities
- Developing and implementing a student outreach plan in and around Elgin; building relationships with local businesses and schools in order to promote CMAA services; representing CMAA's Adult Education program at the local one-stop center and community events
- Teaching classes virtually, onsite, and/or offsite
- Monitoring CMAA - Elgin student data, referrals, and testing procedures; completing data entry for classes; managing student files and document retention
- Supporting instructor training; working with program management and instructors to develop and implement course curricula when needed
- Manage technology lending library to distribute to students in order to participate in class
- Advocating on behalf of Adult Education clients; working with management and development staff to identify opportunities for program growth
- Other duties as assigned by supervisor

Key Competencies

We're seeking candidates who have a high-level of data entry accuracy, demonstrate initiative and strong critical thinking skills, are strong communicators, and excel in relationship building. You should have:

- A Bachelor's Degree
- A minimum of one-year of teaching experience in the field of English Language Acquisition
- Experience managing multiple projects and a demonstrated ability to inspire and motivate others
- Proven ability to learn and manage new databases and online systems
- Proven ability to work both independently and as a team member, cooperating with and demonstrating cultural sensitivity to staff and constituents

Knowledge of adult literacy services and proficiency in a second language are preferred.

Although this position is based in Elgin, travel to Springfield and Bloomington-Normal for statewide meetings and conferences will be occasionally required as well as monthly travel to CMAA's Chicago office. Some evening and weekend hours may be required.

How to Apply

Please send a resume and cover letter to Madeleine Azcueta, Senior HR Generalist, at madeleinea@chinesemutualaid.org by January 7, 2021.

Chinese Mutual Aid Association is an Equal Opportunity Employer.