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| Job Title | ESL Program Coordinator |
| Employer/ Agency | The Emerson ESL Program provides free English classes to adult English language learners. Classes are currently held Tuesday and Thursday nights, 6:30 – 8:30 PM, at Emerson Unitarian Universalist Church, 1900 Bering Drive, Houston. Classes start every September and January and are taught by a wonderful staff of volunteer teachers. We currently offer four class levels with one class per level: Basic to High Intermediate. |
| Job Description | <p>The Program Coordinator will work with the ESL Program Steering Committee to administer the Program. The number of hours will vary from 10 to 20 hours/week based on the program calendar, with more hours required prior to the start of each semester. Once classes start, the hours are expected to be about 10 to 15 hours/week.</p> <p>This position is part remote and part in-person. Tasks include:</p> <ul style="list-style-type: none"> • Recruit volunteer ESL teachers, teaching assistants, and substitutes; coordinate teacher assignments for all class levels and fulfill substitute teaching requests during semesters; recruit other volunteers as needed to support the Program. • Coordinate registration, testing and placement of students at the start of each semester. • Maintain student and teacher records, including registration, attendance and contact information. • Be present during class sessions from 5:45 pm to 8:30 pm, for a minimum of at least one class session per week. • Coordinate essential, non-teaching needs, including classroom reservations and configurations, and student sign-in for class sessions. Maintain inventory of student and teacher ESL books, and other program supplies; coordinate ordering of new books and supplies as needed; collect proceeds from book sales. • Maintain ESL office, including organization of supplies, books and teaching materials. • Monitor program budget and interface with bookkeeper on program expenses. • Support ESL steering committee subcommittees as needed, including program fundraising, publicity, records management, Church liaison, and other ad hoc committees. • Attend ESL steering committee meetings and record minutes; report on program status to committee. |
| Qualifications | <ul style="list-style-type: none"> • Strong organizational skills and program coordination experience. • Excellent written and oral communications. • Proficient in Microsoft Office; Google Docs and/or database experience preferred. • Self-motivated and able to work independently. • ESL program experience a plus; teaching experience helpful but not required |
| Salary/Hours | \$1,200/month |
| Address | Emerson Unitarian Universalist Church, 1900 Bering Drive, Houston |
| Email Address | EmersonESL1900@gmail.com |

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| Application Method | Please submit your resume and cover letter addressing the following to EmersonESL1900@gmail.com <ul style="list-style-type: none"> • Why this position appeals to you • List of relevant skills and experience (professional and/or personal) • Two references from someone not related to you |
| Opening Date | Immediately |

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.