

Adult Education Coordinator

The Adult Education Coordinator position of El Centro Hispano is part of the Education Department team and seeks to expand educational opportunities for personal growth and development of members of the Hispanic/Latinx community, from child to adult. This position focuses on basic literacy, secondary education, work skills development, and language classes based on principles of effective adult education.

Reports to: Education Department Manager

Candidates for this position must:

- Have a Bachelors in Education or related field with at least 2 years of experience with adult learning
- Bilingual in Spanish and English; knowledgeable of Latinx culture and issues
- Have strong oral and written Spanish and English skills
- Have the ability to develop, implement, and evaluate adult learning curriculum
- Have experience with online education and learning management systems
- Be creative, social, energetic, outgoing, flexible, self-motivated, detail-oriented, and able to present to large groups of people
- Have the ability to teach and engage students in learning
- Have the ability to work independently and collaboratively on various assignments simultaneously
- Be proficient in Microsoft Word, Excel, and PowerPoint; be computer literate

Duties of the position:

- Work closely with the Education Manager to provide leadership and strategies around adult education interventions and collaboratives
- Develop, implement, and teach HISET curriculum for spanish language learners both in-person and virtually
- Coordinate logistics and manage instruction for Plaza Comunitaria
- Implement digital learning and other career readiness initiatives (i.e. computer classes, etc.)
- Collaborate with area agencies for initiatives around language learning, workforce development classes, and ESL, etc.
- Support learners through assessment, learning plans, and progress monitoring
- Assist in recruiting and managing volunteers
- Support advocacy and community engagement efforts and other organization-level assignments, when needed

This is a full-time salaried position with benefits, including paid vacation, health insurance, dental, etc.

To apply, send a cover letter and resume/CV to Emily Metzloff at emetzloff@elcentronc.org



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