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| <b>Job Title</b>      | Evening and Saturday Program Coordinator |
| <b>PVN ID</b>         | LA-1806-002577                           |
| <b>Category</b>       | Instruction and Social Service           |
| <b>Location</b>       | LAGUARDIA C. C.                          |
| <b>Department</b>     | The English Language Center              |
| <b>Status</b>         | Full Time                                |
| <b>Salary</b>         | Depends on qualifications                |
| <b>Hour(s) a Week</b> | 35                                       |
| <b>Closing Date</b>   | Aug 12, 2024 (Or Until Filled)           |

## General Description

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The English Language Center (TELC) is the largest ESL program in the New York metropolitan area, serving approximately 4,000 students a year since 1971. TELC is committed to providing high quality English language programs that meet the needs of a culturally and academically diverse student population. TELC offers a variety of ESL programs including intensive academic preparation which meets requirements for students on F-1 visas, part-time afternoon and evening courses, and integrated skills classes on Saturdays. The Program Development Coordinator, reporting to the Assistant Director of TELC, is responsible for the day-to-day operations of the Evening English Program (EVEP, MWEPP, and TREP), Saturday English Program (STEP), and Test Prep courses.

## Other Duties

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- Manage the day-to-day operations of the Evening English Programs, Saturday English Program, and Test Prep Courses
- Oversee the registration, testing, and placement of over 500 students on a quarterly basis
- Communicate information to students through student memos and announcements
- Provide instructional support to over thirty instructors through observation, mentoring, and assistance with integrating digital technology into their classes
- Organize and facilitate informational workshops on topics of interest to students such as applying to college, managing expenses, and choosing a career
- Respond to student concerns and problems with regard to program services and advise students on educational needs
- Manage the evening ESL Practice Program and recruit, supervise, and provide volunteers with adequate support
- Participate in marketing efforts with the goal of increasing enrollment

## Qualifications

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- Master's Degree in TESOL or a closely related field
- Minimum 3 years of experience teaching ESL/EFL to an adult population
- Strong organizational and managerial skills
- Excellent communication, interpersonal and analytic skills
- Ability to work effectively with members of a diverse faculty and staff
- Experience in creating and delivering professional development opportunities