

Job Title	ESOL Coordinator: We Speak NYC
PVN ID	VA-2203-004639
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	
Status	Full Time
Annual Salary	\$52,000.00 - \$57,500.00
Hour(s) a Week	35
Closing Date	Aug 31, 2022 (Or Until Filled)

## General Description

### AGENCY PROFILE:

The City University of New York (CUNY), as the public university system of New York City, has long maintained a strong bond with the New York City community and engages in efforts to address various social issues affecting City residents, including immigration.

The Mayor's Office of Immigrant Affairs (MOIA) promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. MOIA is one of the lead agencies for IDNYC, New York City's successful municipal ID program, and is spearheading a number of initiatives to expand access to justice for immigrant communities. The work of the Office cuts across a broad range of issues citywide—for example, workers' rights, health equity, and language access—and MOIA works closely with sister cities around the country to promote immigration reform.

The **We Speak NYC (WSNYC)** program helps immigrant New Yorkers practice speaking English while learning about City Services through volunteer-led community classes using the Emmy Award-winning television show "We Speak NYC." Classes are held at diverse locations such as public schools, community libraries, and community and faith based organizations. The program is centered on the principle that New Yorkers can work together across ethnic lines to access City resources and solve common problems. In doing so, the program fosters and empowers communities and enhances the public capacity for civic engagement.

**RESPONSIBILITIES:** MOIA is hiring an ESOL Coordinator to advance the goals of the We Speak NYC program. The position reports directly to the We Speak NYC Director who manages a team of four. MOIA is seeking a self-motivated individual who will work closely with the We Speak NYC Director to manage and execute the program's vision, and support WSNYC's expansion. The ESOL Coordinator will lead the recruitment and development of strategic partnerships with community-based organizations, universities, educators and administrators within the ESOL field, supporting WSNYC as the City's premiere English language learning program. Additionally, the ESOL Coordinator will lead on working with the City University of New York (CUNY) to create and develop content for beginner and multi-level learners, and will be responsible

for developing program materials to support volunteer facilitators and ESOL educators. WSNYC administers 250+ classes annually that serve over 5,000 learners per year. These materials will enable the program to fully engage the needs of those learners, and to meet its mission of providing civic-focused instruction through English language learning; fostering community building and inclusion; and providing safe environments for learners to practice and gain confidence in speaking English. This is especially significant when serving hard to reach populations and communities.

This position reports to the Program Director for We Speak NYC.

## Other Duties

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Primary responsibilities include, but are not limited to:

- **Program Strategy**

- Under the supervision of the We Speak NYC Director, coordinate with CUNY on content and creation of tools (materials) for teachers/ facilitators and learners;
- Work closely with the We Speak NYC Director to coordinate with CUNY to ensure WSNYC's content, pedagogy, techniques, and curricula are meeting the needs of the communities we serve;
- Evaluate existing programs in the field and implement strategies for improving current scope and curricula;
- Work closely with the WSNYC team to develop evaluation techniques to roll out and help to strategize modes of implementing findings;

- **Program Management**

- Support volunteer facilitators by developing tools and techniques for multi- and beginner level language learners;
- Assess additional needs pertaining to WSNYC's curricula;

- Train facilitators to lead WSNYC classes;
- Liaise with external partners, including vendors and program partners;
- Organize stakeholder meetings and communicate project status adequately to all participants;
- Support We Speak NYC project management, operations and logistics, including team meetings;
- Develop teacher trainings for organizations to help support ESOL focused needs and provide information on City services;

- **Partnership Building**

- Work closely with WSNYC team to build new partnerships in order to establish new WSNYC classes, to build program awareness, and establish a stronger ESOL base;

- **Data Management**

- Manage, monitor and track progress of various projects/ events and handle any issues that arise;
- Create and maintain comprehensive project documentation, plans and reports;
- Assist with data entry and data quality assurance on a monthly/quarterly basis across multiple program areas;
- Synthesize complex information into presentations and reports for various audiences;
- Manage information-sharing and analysis;

- **Other Responsibilities**

- Supervise interns and fellows, and additional full-time staff as needed;

- Assist in preparing project proposals
- Perform additional project tasks for WSNYC, as needed.

## Qualifications

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- Bachelor's degree in a related field with at least two years of work experience
- Previous experience with developing ESOL curricula, certification a plus
- Previous experience managing and recruiting volunteers and partnerships, an asset
- Excellent analytical skills
- Strong communication, organizational and interpersonal skills
- Experience effectively handling multiple priorities and working in a fast-paced environment
- Experience working in public affairs, non-profits, or the government and/or experience with immigration-related issues are assets
- Ability to travel in all five boroughs

**This is a temporary full-time position through June 30, 2022.**

**The City Of New York, The Office of The Mayor, and The Research Foundation of the City University of New York are Equal Opportunity Employers.**

**New York City Residency Is Required Within 90 Days of Appointment.**