

Now Hiring: Programs and Database Manager

ABOUT ENGLISH AT LARGE

Founded in 1970, English At Large (EAL) is a nonprofit that provides individual and small group instruction through a volunteer network to adult immigrants and other newcomers who want to acquire English language skills as they adapt to life in the United States. Our vision is that newcomers to the United States will develop the English language skills and acquire the cultural knowledge needed to fully engage in their communities and fulfill their life goals. In 21 communities in Middlesex County, EAL empowers more than 240 volunteers to deliver life-changing services to almost 500 immigrants each year.

To learn more visit: <http://www.englishatlarge.org>

We are currently seeking a highly organized and people-oriented individual to join our small hardworking team as our Programs and Database Manager. This role provides integral logistical support for all our programs and manages the systems that deliver our services to the community. This position works closely with our Director of Volunteer Engagement, has a high level of interaction with our volunteers and learners, and reports directly to the Executive Director. The Programs and Database Manager is instrumental in bringing English instruction programs to learners in the EAL service area. The right candidate is someone who thrives in a work environment which offers a variety of people-facing and systems management duties, as a detail-focused multi-tasker with solid computer skills and a positive can-do attitude. This is a unique opportunity join a small nonprofit making a big difference in our community. This is a full-year 30 hour per week position.

POSITION SUMMARY

As part of a team of enthusiastic and supportive professionals, a successful Programs and Database Manager will:

1. Build and maintain professional and cordial relationships with EAL volunteers, donors, and community partners.
2. Work collaboratively with the Director of Volunteer Engagement to assist in the recruitment, training and support of the volunteers who provide learner services
3. Manage the learner wait-list process for our tutoring program
4. Coordinate the standardized assessments for learners entering and exiting our tutoring program.
5. Partner with area libraries and local service providers to coordinate and support our Conversation Group program.
6. Participate as part of the EAL team with program development, fundraising efforts, and special projects.
7. Take advantage of professional educational opportunities to develop new skills and gain a deeper understanding of adult learner language-learning challenges.
8. Maintain thorough and accurate program, learner and volunteer information in our Microsoft Access and program databases

QUALIFICATIONS

- Bachelor's degree required
- A minimum of 2 years of experience in an office environment; experience in a non-profit setting preferred
- Strong knowledge of the Microsoft Office suite (knowledge of ACCESS, a plus)
- Strong knowledge of online registration platforms, Google Office Tools, Dropbox, etc.
- Willingness to occasionally adjust schedule to support program activities outside of normal business hours
- Access to a car with valid driver's license

PREFERRED SKILLS AND QUALITIES

- A passion for the mission of English At Large
- Experience working with diverse populations
- Strong oral and written communication skills
- Ability to meet deadlines, work independently and support organizational success as part of the team
- Appreciation for volunteers and experience with volunteer training
- Knowledge of best practices in adult education and curriculum development
- Fluency in Spanish or Portuguese, a plus