

Now Hiring: Programs Assistant

Overview

English At Large (EAL) is a nonprofit that helps adult immigrants gain greater understanding of the English language and U.S. culture through personalized instructional programs designed to support their highest aspirations. Our learners benefit from a large network of volunteers and community partners in Greater Boston committed to their success. We envision a world in which all people have the skills, knowledge, and confidence they need to take advantage of opportunity, enrich their communities, and achieve their life goals.

EAL has a full-time staff of three, hosts one AmeriCorps member, and depends on the efforts of almost 200 volunteers who carry out our mission in service to more than 300 learners each year. Through our One-to-One Tutoring Program, Conversation Groups, Career Access Lab and Beginner English Programs, EAL helps newcomers acquire the skills, confidence and community connections they need to reach their full potential. To learn more visit: <http://www.englishatlarge.org>

We are currently seeking a highly organized and people-oriented individual to join our small hard working team as our Programs Assistant. This administrative role supports all of our programs and activities and contributes to projects that engage, celebrate and support the success of our learners and volunteers. The Programs Assistant works closely with our program staff, has a high level of interaction with our volunteers and learners, and reports directly to the Executive Director. This is a unique opportunity to join a small nonprofit making a big difference in our community. This is a full-year position which offers a flexible work schedule and opportunities for professional development.

POSITION SUMMARY

As part of a team of enthusiastic and supportive professionals, a successful Programs Assistant:

1. Provides administrative support to the programs team.
2. Coordinates communications and announcements to our volunteers and learners.
3. Assists with creating and preparing materials for volunteer trainings; assembles program curriculum.
4. Prepares mailings and general correspondence.
5. Responds to requests for information from learners, partners and the community at large.
6. Contributes to events, including our Volunteer Appreciation and Learner Graduation events, and our Annual Volunteer Development Conference.
7. Participates as part of the EAL team with program evaluation and development, fundraising and marketing efforts, as well as special projects.

QUALIFICATIONS

- 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

PREFERRED SKILLS AND QUALITIES

- A passion for the mission of English At Large and/or experience working with diverse populations
- Highly-organized, detail-oriented professional, with strong administrative skills
- Strong oral and written communication skills
- Ability to meet deadlines, work independently and support organizational success as part of the team
- Fluency in Spanish or Portuguese, a plus

This is a part-time position with a flexible schedule, 18 to 20 hours per week, which requires presence in our offices in Woburn on Tuesday, Wednesday and Thursday. Salary for this position \$26,000.

To apply: Send a cover letter and resume to Maureen Willis, Executive Director at ed@englishatlarge.org