



ACADEMIC PROGRAMS ASSOCIATE JOB DESCRIPTION

Washington English Center is a 501(C)3 nonprofit organization based in Washington, DC. It was founded in 1993 and its mission is to provide high-impact and affordable English classes to adult immigrants using volunteer teachers, in-person and online.

The Academic Programs Associate is a part-time, non-exempt position responsible for volunteer onboarding and support, tutoring matches, and other administrative needs, under supervision of the Volunteer Manager. The typical schedule is 18 hours a week, with some evening hours necessary. The position will be mostly in-person, with the possibility of some remote hours.

Job duties include but are not limited to:

- Assist the Volunteer Manager in onboarding and screening new volunteers
- Assist the Volunteer Manager in matching volunteer-student tutoring pairs
- Track tutoring session attendance and follow up with volunteers and students as needed
- Provide tech and teaching support to volunteers, particularly during fast-paced times directly before and after classes
- Assist the Volunteer Manager in organizing volunteer appreciation events and initiatives
- Assist the Volunteer Manager in preparing reports regarding volunteer recruitment, retention, satisfaction, and other topics as needed
- Participate in professional development activities, including ESOL and volunteer management topics
- Work together with a Student Services team member to close the office when providing evening coverage
- Other duties as assigned

Required Qualifications

- Extremely high organizational skills and attention to detail
- Strong interpersonal skills and ability to foster collaboration and collegiality in the office environment and with volunteers
- Strong computer skills and ability to navigate through Microsoft Office programs and Google Suite
- Some weekday evening availability (Monday, Tuesday, Wednesday, and/or Thursday)

Preferred Qualifications

- Proficiency in another language in addition to English
- Non-profit work experience
- Certificate or degree in education, TESOL, or related field

Salary Range: \$16-18/hour

Interested candidates should send their resume and cover letter addressed to the WEC Search Committee at [hiring@washingtonenglish.org](mailto: hiring@washingtonenglish.org) by close of business on October 14, 2021. Please include "Academic Programs Associate" in the email subject line. Washington English Center is an Equal Opportunity Employer.