



TEMPORARY ACADEMIC PROGRAMS ASSISTANT 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 Assistant is a temporary, part-time, non-exempt position responsible for volunteer onboarding and other administrative needs, under supervision of the Director of Academic Programs. The schedule is 18 hours a week, with at least one evening (5:00pm-9:30pm) per week necessary. The position will be mostly in-person, with the possibility of some remote hours. This position is to cover for an employee who will be on parental leave. The exact end date may change based on when the parental leave takes effect, but the position will be for around 14 weeks.

Start date: March 14 or shortly thereafter. End date: June 30 (approximate)

Job duties include but are not limited to:

- Assist the Volunteer Manager in onboarding and screening new volunteers
- Track tutoring session and group class attendance and follow up with volunteers and students as needed
- Track volunteer textbook returns and send reminders as needed
- Track tutor and teacher training completion and send reminders as needed
- Track the school library book sign-outs and returns, send end-of-term reminders, keep library organized
- Provide tech and teaching support to volunteers, particularly during fast-paced times directly before and after classes
- Scan and organize digital resources such as textbook pdfs and audio files
- Send flyers to students advertising school clubs; set up club leader volunteers with Zoom account
- Send out student survey weekly to students who have completed half of their tutoring sessions
- Work 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 Hiring Team at hring@washingtonenglish.org by close of business on **Tuesday, March 8, 2022**. Please include "Academic Programs Assistant" in the email subject line. Washington English Center is an Equal Opportunity Employer.