

## Programs Associate Job Description

The **Programs Associate** has duties related to student and volunteer support, records management, and community outreach, including content creation for flyers and social media. As one of the first points of contact for prospective and returning students and volunteers, they are ambassadors of our school. The Programs Associate reports to the Associate Director of Volunteers and Partnerships and works closely with other team members.

**Hours:** We are seeking candidates interested in full-time employment; and have full-time funding for this position beginning April 15. For candidates able to start sooner, we can offer up to 20 hours per week of part-time work prior to 4/15.

**Schedule:** The typical schedule is in-person, Monday-Thursday, with Friday remote. Must be able to regularly (e.g. every other week) work one weekday evening shift, and assist with additional evening and weekend coverage as needed .

**Preferred Start Date:** March 18th, 2024.

**Compensation:** \$44,000-\$46,000 annually

**Benefits:** WEC covers 70% of employee health and dental insurance premiums for full-time employees; all employees have the option to enroll in a SIMPLE IRA retirement plan with an employer match of up to 3%

**Perks:** Free English group classes or one-on-one tutoring for the employee or one immediate family member each term; access to the gym facilities in the building

### **Job Duties include but are not limited to:**

#### **Program Support**

- Monitor inventory for class and office materials
- Organize class and volunteer photo walls, maintain the tidiness of volunteer office and library spaces, and cultivate a positive ambiance throughout the school.
- Respond to inquiries from current and prospective students and volunteers via email, phone, social media, WhatsApp, and in-person, including during fast-paced times before and after classes
- Follow up with students and volunteers for various purposes; record and track related data in spreadsheets
- General support of volunteer teachers, including onboarding phone calls and in-person support
- Assist students with registration form and placement tests; advise students on course selection, textbook access and use
- Distribute print and e-textbooks to students; answer student questions on the use of their e-books and MyEnglishLab, WEC's online homework platform

#### **Outreach and Engagement:**

- Design and update visually engaging promotional materials (social media posts, flyers, brochures, etc.)
- Assist with WEC's social media strategy and campaigns; help grow WEC's social media following
- Create content for WEC events, including videos and slideshows

- Provide day-of event support and act as an ambassador at WEC and community events, including student orientation and graduation, community socials, volunteer appreciation, DC-area festivals, and other appropriate venues.

Other duties as assigned.

**Required Qualifications:**

- Proficiency in a language other than English; Spanish or Dari is strongly preferred
- English language proficiency
- Strong computer skills, especially Google Suite, Canva, and WordPress
- Strong organizational and interpersonal skills

**Preferred Qualifications:**

- Experience with social media management and graphic design strongly preferred
- Certificate or degree in education, TESOL, or related field is a plus

**How to apply:**

Interested candidates should send their resume and cover letter addressed to the WEC Search Committee at [hiring@washingtonenglish.org](mailto: hiring@washingtonenglish.org). Please include “Programs Associate” in the email subject line. Review of applications will begin on Friday, March 8.

WEC is an equal opportunity employer. WEC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or any other characteristic protected by law.