Programs Associate Job Description

The **Programs Associate** (PA) has duties related to student and volunteer support. 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 Programs and works closely with other team members.

This is a full-time position, exempt position. The candidate must have professional working proficiency in both English and one of the following additional languages: Amharic, Arabic, French, OR Mandarin Chinese

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

Preferred Start Date: June 23, 2025.

Compensation: $46,000-$48,000 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

Job Duties include but are not limited to:

Program Support
- Maintain teacher absence information; manage weekly sub requests; place subs and provide them with necessary resources
- Manage tutoring program matching process and communications within tutoring@ inbox
- Design and update visually engaging promotional materials (social media posts, flyers, brochures, etc.)
- Assist with WEC's social media and communications strategy and campaigns; help grow WEC's social media following
- Assist with preparation for and provide day-of event support at WEC and community events, including student orientation and graduation, community socials, volunteer appreciation, DC-area festivals, and other appropriate venues.
- Occasionally jumping in to teach a class when a volunteer has a last minute absence

Volunteer and student support:
- 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
- Conduct volunteer onboarding and screening calls
- Lead student and volunteer trainings during orientation week
- Answer volunteer technology questions over email and Zoom, on topics including Zoom, PowerPoint, G Suite, and Pearson's electronic textbook and MyEnglishLab curriculum.
- Maintain in-person and online teacher resources

Professional Development:
- Participate in professional development related to job functions

Other duties as assigned.

Required Qualifications:

- Professional working proficiency in both English and one of the following additional languages: Amharic, Arabic, French, or Mandarin Chinese
- Strong organizational skills and interpersonal skills
- Strong computer skills, especially Google Suite
- Ability to work some evenings (i.e. once a week) for office coverage, as well as occasional weekends for special events

Desired Qualifications:

- Interest in a career in the education or nonprofit fields
- Experience with Canva, Adobe, MailChimp and/or WordPress strongly preferred
- Certificate or degree in education, TESOL, or related field is a plus
- Teaching experience (paid or volunteer) is a plus
- Proficiency in an additional language (beyond one of the required languages) 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**. Please include "Programs Associate" in the email subject line. Review of applications will begin on Friday, June 6.

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.