



## Programs Associate Job Description

The **Programs Associate (PA)** has duties related to student, volunteer, and program support. As one of the first points of contact for current and prospective students and volunteers, they are ambassadors of our school. The Programs Associate reports to the 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 either Dari or Farsi, in addition to English.

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

**Preferred Start Date:** May 26, 2026.

**Compensation:** \$48,000-\$50,000 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**

- Track teacher absences; manage weekly sub requests; place subs and provide them with necessary resources
- Use spreadsheets and mail merge to maintain and update student and volunteer records
- Design and update visually engaging promotional materials (social media posts, flyers, brochures, etc.)
- Prepare student certificates and final exam scores
- Edit workshop recordings in iMovie and post on YouTube
- Assist with preparation for and provide day-of event support at WEC and community events, including student orientation and graduation, community socials, DC-area festivals, and other 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
- Act as an ambassador to the Dari and Farsi communities, including outreach to prospective students, and support of current students who speak these languages
- Lead volunteer and student trainings during orientation week (student trainings conducted in Dari/Farsi)
- Call students for many reasons including outreach, absence check-ins, scholarship meetings, and phone surveys
- Conduct volunteer onboarding and screening calls
- Answer volunteer and student technology questions over email and Zoom, on topics including Zoom, PowerPoint, G Suite, and Pearson's electronic textbook and MyEnglishLab curriculum

#### **Professional Development:**

- Participate in professional development related to job functions



**Required Qualifications:**

- Professional working proficiency in both English and either Dari or Farsi
- Strong organizational skills and interpersonal skills
- Strong computer skills, especially Google Suite and spreadsheets
- Ability to work some evenings (i.e. once a week) for office coverage, and occasional weekends for special events

**Desired Qualifications:**

- Interest in a career in the education or nonprofit fields
- Experience with Canva, Adobe, MailChimp, iMovie and/or WordPress
- Certificate or degree in education, TESOL, or related field
- Teaching experience (paid or volunteer)
- Proficiency in an additional language (beyond one of the required languages)

**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, May 15.

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