Job Title	ESL Coordinator: We Speak NYC
PVN ID	VA-1810-002773
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	MOIA
Status	Full Time
Annual Salary	$55,000.00 - $58,000.00
Hour(s) a Week	35
Closing Date	Dec 18, 2018 (Or Until Filled)

General Description

The Mayor's Office of Immigrant Affairs (MOIA) promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. MOIA is one of the lead agencies for IDNYC, New York City's successful municipal ID program, and is spearheading a number of initiatives to expand access to justice for immigrant communities. The work of the Office cuts across a broad range of issues citywide—for example, workers' rights, health equity, and language access—and MOIA works closely with sister cities around the country to promote immigration reform.

The **We Speak NYC (WSNYC)** program helps immigrant New Yorkers learn English while learning about City Services through volunteer-led community classes using the Emmy Award-winning television show "We Are New York." Classes are held at diverse locations such as public schools, community libraries, and community and faith based organizations. The program is centered on the principle that New Yorkers can work together across ethnic lines to access City resources and solve common problems. In doing so, the program fosters and empowers communities and enhances the public capacity for civic engagement.

The ESL coordinator will join a robust team in a fast-paced work environment. MOIA is seeking a self-motivated individual whose primary responsibility will be to provide assist in the creation of new program materials, work directly with CUNY on Adult Ed/ ESL content, and strengthen partnerships between WSNYC and ESL providers.

This position reports to the Program Director for We Speak NYC.

Primary responsibilities include, but are not limited to:

- Coordinate with CUNY on content and creation of tools (materials) for teachers/ facilitators and learners
- Coordinate with CUNY on program content assessment to ensure WSNYC's content, pedagogy, techniques, and curricula are robust to meet the needs of the communities we serve
- Evaluate existing programs in the field and implement strategies for improving current scope and curricula
- Coordinate Professional Development events for ESL teachers

- Manage and ensure that all agency information is up-to-date on website and materials
- Manage Website maintenance
- Build partnerships with ESL providers
- Increase program facilitator/ volunteer numbers through working directly with the ESL community with CBOs and specifically with ESL programs for teachers.
- Support facilitators by developing tools and techniques for facilitators to use – especially for beginner level learners
- Develop evaluation techniques to roll out and help to strategize modes of implementing findings
- Provide weekly updates to Program Director
- Train facilitators to lead WSNYC classes
- Perform additional project tasks for the WSNYC program, as needed

Other Duties

Qualifications

- Bachelor's degree in a related field with at least two years of work experience
- Previous experience with developing ESL curricula, certification a plus
- Previous experience managing and recruiting volunteers and partnerships, an asset
- Excellent analytical skills
- Strong communication, organizational and interpersonal skills
- Experience effectively handling multiple priorities and working in a fast-paced environment
- Experience working in public affairs, non-profits, or the government and/or experience with immigration-related issues are assets
- Ability to travel in all five boroughs

This is a temporary full-time position through June 30, 2019

The City Of New York and The Office Of The Mayor Are Equal Opportunity Employers

New York City Residency Is Required Within 90 Days of Appointment