



Student Intake & Curriculum Coordinator

Ethos Literacy is an award-winning adult literacy nonprofit, founded in 2007. For the last 15 years, Ethos Literacy has been providing free one-on-one tutoring to individuals wanting to improve their education despite learning diversities, access or life constraints. Using a customized student curriculum, our primary focus is building foundational skills in reading, writing, and English language acquisition for people who read at or below the 6th-grade level and immigrants. To learn more about our organization, please visit www.ethosliteracy.org.

Position Description

The Student Intake and Curriculum Coordinator will preside over all educational and administrative tasks associated with student program enrollment, program management, curriculum development, data collection/ analysis, and community collaborations.

Reporting directly to the Executive Director, the Student Intake and Curriculum Coordinator will work closely with the Program Director and volunteer tutors to meet program funding goals, deadlines, and grantor requirements. The position is based in downtown Albuquerque located at the Historic Simms Building.

Responsibilities:

Student Enrollment (20% of work hours)

Assess new students using assessment delivery resources, including individual and group testing (remote and/or in-person); facilitate student needs/skill surveys, conduct intake interviews, collect demographic information, orientate students to program expectations, and construct a student evaluation of program preparedness.

Program Studies Development (30% of work hours)

In collaboration with the Program Director use student assessments, enrollment documents, and intake interview findings to create an outline for individual student curricula. These will be shared with tutors for the creation of their weekly lesson plans and used as the basis for each student's course of study while in the program. Each outline must include learning objectives to enhance student success.

Program Management (40% of work hours)

Perform day-to-day educational and administrative programming tasks: schedule intakes, assessments/re-assessments, student correspondences, hard copy or digital document cataloging, materials research, assist Program Director in coordinating & facilitating Meet & Greets, attend staff meetings, generate reports, data entry, track student numbers and maintain student files in the data management system.

Recruitment & Outreach (10% of work hours)

Work with upper management to generate recruitment and marketing ideas for all Ethos Literacy student programs. Continue to foster old community collaborations while establishing new ones. Look for opportunities to develop and enhance service, as well as developing new student retention methods.

Qualifications:

- Associates Degree in education, special education, or a related field. Bachelor's degree strongly preferred.
- Experience in Adult Basic Education: English as a Second Language (ESL), High School Equivalency (HSE), and English for Speakers of Other Languages (ESOL), strongly preferred.
- 3 to 7 years of work experience in the nonprofit field and program management.
- Exemplary computer skills. Knowledge of Microsoft Office, G-Suite, and Zoom willing to learn Apricot Data Management System, Mail Chimp, Canva, and SurveyMonkey.
- Sensitivity to ethnic and cultural diversity. Must have a commitment to work from a strengths-based perspective.
- Detail orientation and strong project management skills with an ability to self-direct, multi-task, and meet multiple deadlines.
- Must be able to identify and resolve problems in a timely manner with creativity and compassion.
- Able to exchange information using effective oral and written communication skills.
- Able to exhibit a high level of confidentiality.
- Must be able to gather, organize and analyze information skillfully.
- General knowledge of social media platforms, namely Facebook, Instagram, and Twitter.
- Bilingual skills preferred, but not necessary.

This position is 30 hours per week with some occasional evening and weekend requirements. The salary for this position is commensurate with experience; benefits include health insurance, paid holidays, vacation time, and free downtown parking. Ethos Literacy is an equal opportunities employer.

Resumes will be accepted until the position is filled. Be sure to include your salary requirements in your cover letter.

Job Type: Full-time