

Director of Adult Education

Boston & Quincy, MA (Hybrid)

Who We Are

Since 1969, Boston Chinatown Neighborhood Center (BCNC) has been a vital presence in Greater Boston and beyond, empowering Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities. We provide a broad range of innovative programs and services centered around education, workforce development, family support, and arts and culture, leaving a significant and lasting impact on the lives of more than 13,000 children, youth, and adults every year.

Program Summary

The **Adult Education and Workforce** initiatives program prepares adult immigrant learners with the education, training, and guidance needed to enroll in post-secondary education and job training, leading to employment at family-sustaining wages. Our goal is to provide 360 adults each year with the career and educational pathways they need to achieve social and economic self-sufficiency in the United States.

Position Overview

The **Director of Adult Education** is responsible for designing, implementing, monitoring, and evaluating the Adult Education programs in Boston and Quincy. This person will be part of the management team and responsible for, but not limited to: program administration, supervision, operations, program development and implementation, grant writing and reporting. The Director of Adult Education reports directly to the Chief Program Officer.

Responsibilities

Program Administration, Supervision, and Operations

- Oversee administration of all aspects of BCNC Adult Education programming.
- Manage external partnerships with the Massachusetts Department of Elementary & Secondary Education, community-based organizations, and education and employer partners.
- Manage an internal partnership with all programs within BCNC.
- Supervise and seek professional development opportunities for program staff.
- Maintain program records, files, and documentation, including evaluation tools and records.
- Develop and maintain statistical and program forms.
- Implement and monitor program evaluations.
- Update program staff, volunteers, and students concerning schedules, programs, and emergencies.
- Ensuring compliance with government and agency protocols regarding COVID-19.

Program Development and Implementation

- Develop and follow logic model/evaluation protocol for the Adult Education program.
- Represent BCNC in outside agency meetings and networks related to Adult Education programming.
- Establish partnerships with employers to increase job placement and workforce development opportunities for students.

- Other responsibilities as assigned by supervisor.

Grant Writing and Reporting

- Work with Development Department to complete grant proposals and research funding opportunities for overall programs and write grant reports for funding received and spent.
- Manage program budget and finances for Adult Education program.
- Manage state and local government contracts.

Management Team

- Co-facilitate management team meetings.
- Participate in a monthly working group.
- Continue diversity, equity, inclusion work at the program level, agency level, and community level.

Qualifications

- B.A. required; Master's degree in Education, Human Services, Management, or related field.
- Minimum 5 years in managing government contracts or coordinating ESOL or Adult Basic Education programs.
- Knowledge to work with the Massachusetts Department of Elementary & Secondary Education.
- Knowledge and willingness to serve a diverse immigrant population.
- Commitment to Diversity, Equity, and Inclusion in the workplace.
- Experience with fiscal management and budgets.
- Experience with evaluation and outcome measurement.
- Proficiency in the technological environment, using Zoom, Gmail and Google Drive, Microsoft Outlook, Teams, OneDrive, CiviCore database system, and related applications.
- Bilingual language is a plus.

Working Conditions

- Must be available to work a flexible schedule.
- Travel is primarily local during the business day. May require travel to other locations occasionally.
- Normal office conditions. Work is performed primarily in a standard office environment, includes the operation of computer equipment for six to eight hours daily, physical demands associated with a traditional office setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

Benefits and Perks

- Generous Paid Time Off
- Medical, Dental, & Vision
- Health Reimbursement Arrangement (HRA)
- Flexible Spending Accounts (FSA)
- 403B Retirement Plan
- Short-Term & Long-Term Disability
- Wellness Programs
- Professional Development
- Flexible Schedule

COVID-19 Requirements

BCNC requires all employees to receive COVID-19 vaccinations as determined unless a reasonable accommodation is approved. The face mask is required all the time, except for eating and drinking.

Pre-Employment

- Must be authorized to work in the United States.
- BCNC does not provide sponsorship for an employment work visa.

How to Apply

Please complete the application form

<https://forms.monday.com/forms/db5eeee1eb8c34bfe9f0508064c03873?r=use1>