



**Job Title:** Interim Program Co-coordinator (Phase I)

**Department:** Program

**Reports To:** CEO

**Effective Date:** 1/1/2023

**Organization Profile:**

PODER empowers individuals with the necessary academic tools to promote human dignity, increase employment potential, and facilitate participation in the larger community.

Since 1997, PODER has empowered over 15,000 Spanish-speaking adult immigrants to create successful and fulfilling new lives in the United States. Through a deep commitment to the needs of the immigrant communities on Chicago's southwest side, PODER provides critical societal and workforce integration services with both immediate and long-term impact for families, communities, and employers throughout the City of Chicago.

**Job Summary:**

PODER's interim program co-coordinator will provide support to PODER's program at Phase I of the career pathway (Integrated English, levels introduction to 4) in its day-to-day operations, focusing on our members' success as the primary goal.

The interim program co-coordinator is a full-time salary position and reports to PODER's CEO.

PODER's program pathway consists of four phases: Phase 1, five levels of Integrated English (IE/ESL); Phase 2, an IE level five pre-bridge plus a career exploration (CE) bridge; Phase 3, two internal industry-specific workforce development (WFD) training courses, Latinos in Finance (LIF) and Bilingual Insurance Licensing (BIL); and Phase 4, placement and employment retention.

**Duties/Responsibilities:**

- Planning, curricula development, implementation and evaluation of the Integrated English (IE) phase of the program pathway
- Contracting instructors/trainers to deliver courses in IE (phase I) of the program; providing new instructor orientation
- Development of measurable outcomes and key performance indicators (KPIs) for program courses and instructors/trainers
- Tracking of program performance and evaluation outcomes to ensure grant compliance and alignment with organizational and strategic plan goals
- Working strategically with leadership team and program staff to continually improve program curricula at all phases
- Participate in required state administrative meetings and conferences pertaining to adult education
- Provide ongoing support to instructors/trainers
- Prepare instructor/trainer schedules and distribute to staff



- Maintain and update substitute list and provide to instructors/trainers
- Collect updated syllabi and Zoom/Google Classroom links from instructors/trainers prior to the start of each trimester
- Maintain and update online instructor calendar with important dates, including scheduling of meetings
- Organize and schedule integration workshops such as digital literacy, financial literacy, civic engagement and DEI
- Track instructor/trainer meetings, off days and subs
- Distribute, collect and update program member satisfaction and integration surveys each term; coordinate with member success specialists on service needs assessment surveys
- Collect needs assessments surveys as necessary to gather member perspective and data necessary for grants and future programming needs
- Coordinate between frontline staff and instructors regarding participant level transfers and other special requests
- Coordinate between instructors/trainers and frontline staff in scheduling and administering required pre and post testing
- Provide instructors/trainers with relevant PD opportunities, record instructor/trainer PD sessions and hours, and collect and report PD certificates
- Update program-related items in data systems utilized regularly
- Coordinate with community relations in creating program-related social media posts
- Act as lead in coordination of phase I program-related working groups and committees

**Desired Competencies:**

- Tech savvy
- Plans and aligns
- Communicates effectively
- Collaborates
- Values differences

**Required Skills/Abilities:**

- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with database systems
- Proficient with Microsoft Office Suite or related software
- Understanding of best practices in adult education instruction



**Education and Experience:**

- Bachelor's Degree, TESOL Certificate, or significant education, training, and experience in teaching English as a Second Language and/or workforce development training courses
- At least two years of experience in teaching English as a second language (ESL), literacy, adult basic education (ABE), or workforce development training
- Knowledge of and experience in current and effective technology tools and applications utilized in instruction and training
- Excellent oral and written communication skills and ability to communicate with diverse group of staff and members required
- Cross-cultural experience
- Experience in teaching and motivating members by means of engaging participant-centered methodology and employing best practices, based on measurable results
- Bilingual Spanish/English preferred

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer

Salary commensurate with experience. Benefit package includes health insurance subsidy and simple 401(k) company match. Generous holiday schedule and flexible accrued PTO for vacation, personal and sick days.

**Equal Employment Opportunity Statement:**

It is the policy of PODER to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, PODER will provide reasonable accommodations for qualified individuals with disabilities.