



DIRECTOR OF EDUCATION (FT)

For over 35 years, the Northern Manhattan Coalition for Immigrant Rights (NMCIR) has been providing high quality, trustworthy immigration-related legal services to the immigrant community. NMCIR is a non-profit organization founded in 1982 to educate, defend and protect the rights of immigrants, through direct services, civic engagement, community organizing and advocacy. NMCIR is committed to providing the non-citizen immigrant community in the tri-state area with legal immigration services, including assistance with citizenship, residency, and family-based petitions; educational support; and, advocating around detention and deportation.

Position Description:

The Director of Education will be responsible for implementing the vision and overseeing the day to day operations of the Education Department. The Director of Education has a commitment to social justice, self-confidence, initiative, and an open-minded outlook with a desire to constantly grow and learn. The Director of Education must be at ease in varied social situations and community environments, demonstrate a commitment to providing professional quality services to immigrants most in need, be comfortable communicating with internal and external stakeholders, and take great pride in ensuring that each person is provided with the highest quality treatment and attention.

Duties and Responsibilities include but are not limited to:

- Recruit and hire adult education instructors
- Design and implement orientation for new educators
- Supervise and support educators in their classroom goals - including curriculum development and student attendance and retention
- Provide (or identify) consistent professional development to educators
- Work with NMCIR education team to recruit students
- Lead quarterly assessment and registration process (CASAS or BEST assessment programs)
- Oversee class schedules, annual instructional calendar and field trip activities
- Provide weekly oversight of student data in files and spreadsheets for reporting purposes
- Track grant deliverables, prepare relevant grant reports, and organize funder site visits
- Ensure accuracy in student data and metrics/processes required for government and foundation contract reporting and site visits
- Create grassroots marketing materials and distribute through multiple platforms, including social media and community venues
- Identify potential new funders and after consultation and approval from Executive Director submit relevant grant applications, requests for proposals, letters of inquiry, meeting requests and other funding solicitations.

Requirements:

Masters' Degree in Education, Administration or other related discipline. Experience administrating adult education programs, supervising staff and grant reporting. Experience working and teaching adult learners and diverse populations.

Qualifications: NMCIR is seeking candidates who have 5 years or more of experience in education programming in a non-profit setting, and who have supervisory experience. Experience as a Master Teacher of adult learners is preferred. The candidate must believe that teachers can impact a large number of immigrant adults through strong teacher development. Experience with immigration, civics and social justice issues and how they impact the community is strongly preferred. The candidate should possess strong organizational and communication abilities, be open to receiving and offering feedback, and enjoy working in a fast-paced work environment. This position requires a minimum of a Master's degree. Bilingual fluency in English and Spanish is required.

Reports to: Executive Director

Salary & Benefits: Commensurate with experience, plus health, and vacation benefits