

NMCIR Seeks Education Coordinator for Immediate Hire

About NMCIR:

For over 30 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.

Reports to: Director of Education

This is a full-time exempt position.

Position Description:

The Education Program Coordinator will be responsible for overseeing the day-to-day operations of the education department. The ideal candidate will work closely with the Director of Education and education team to ensure excellence in the quality of delivery of services and meet funding deliverables across various grants through our ESOL and Citizenship Courses. This position is both administrative and interpersonal. The Education Program Coordinator will also work with the Executive Director, other Department Directors and staff members on inter-departmental projects.

Duties and Responsibilities include but are not limited to:

- Coordinates operations for NMCIR's Education Department, including but not limited to:
 - Creating and managing class schedules
 - Managing teacher schedules
 - Updating student information data in files and spreadsheets weekly and assisting with reports as needed for grant management purposes
 - Supporting teachers in their bi-weekly reporting of attendance in each class
 - Calling students to identify who has and has not passed their naturalization exam and providing a bi-weekly report of such to the Director
 - Providing Pre/Post Test Evaluations using Best Plus 2.0 and CASAS
 - Coordinating student enrollment, registration and class selection for each quarter
 - Organizing education department events (ie: end of semester class party; open house; citizenship party; etc.)
- Links NMCIR clients completing naturalization applications to Civics and ESOL classes by:
 - Providing legal department with outreach material about class enrollment dates for client distribution
 - Working with the Citizenship Coordinator to schedule naturalization drives prior to civics class assessment and enrollment dates
 - Conducting outreach for ESOL classes and managing referrals to classes.
- Collaborates on developing and implementing a marketing plan and manages outreach
- Represents NMCIR at community events
- Participates in "Know your Rights" workshops and other community outreach

- Is able to work flexible hours, including evenings and weekends
- Is committed supporting Northern Manhattan Coalition for Immigrant Rights' mission

Qualifications:

NMCIR is seeking candidates who have 2-5 years of experience coordinating programs in the non-profit setting. Experience with immigration issues and state and federal grants is preferred. The candidate should have strong communication skills, public speaking abilities, a willingness to learn quickly, enjoy working in a fast-paced work environment, and be very good at working both in a team and independently. This position requires a minimum of a BA degree. Bilingual fluency in English and Spanish is required. Experience with the BEST PLUS 2.0 testing system is a plus.

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

How to Apply: Send your resume and cover letter via email to team@nmcir.org. Interviews will be held on a rolling basis until this position is filled. No phone calls please.