

Adult Education Program Administrative Assistant

Guadalupe Schools is a private non-profit, which seeks to transform the lives of children and immigrant adults through education. The Adult Education Program utilizes community volunteers to provide small-group instruction in English Language Acquisition to low-income immigrant adults.

Position: Program Administrative Assistant

Adult Education seeks an Administrative Program Assistant to create and maintain student and volunteer records, manage data tracking of program development, which includes that of students, volunteers, community partners, and the larger Guadalupe agency. Other educational duties will be required as needed. This is a new position and is expected to evolve in its scope.

Qualifications:

- Attention to detail absolutely vital
- Must have working knowledge of Microsoft Word, Google Sheets, Excel, PowerPoint, Gmail and the Internet
- Punctuality, dependability and organization are absolute musts
- Must have compassion and caring for low-income immigrant adults who are seeking to improve their lives through education
- Must be able to improvise on short notice and handle stressful situations with good humor
- Top-notch customer-service skills, including excellent phone skills and welcoming demeanor
- Excellent verbal and written communication skills
- Experience with teaching and/or tutoring adults with limited English proficiency strongly preferred
- A commitment to and appreciation of the volunteer experience
- Certified administrator of Basic English Skills Test (BEST) preferred
- Proficiency in Spanish a plus
- Basic understanding of state accountability procedures a plus

Responsibilities include:

- Maintaining student files, forms, attendance and test results, weekly and monthly
- Supervising/overseeing student intakes
- Managing ongoing and detailed data tracking of overall program development
- Assisting with proctoring, grading and recording testing for all of the Adult Education programs
- Substitute teaching, if necessary
- Attend monthly PIC meetings and other administrative meetings when necessary
- Collaborating extensively with Guadalupe Agency programs (Charter, ELC, Development)
- Other duties as required

Hours: \$30,000-\$40,000 DOE + benefits. 40 hours per week. Tuesday and Thursday nights 5:00-9:30 PM required year round. Other evening hours may be required periodically. All other hours flexible.

**Please send resume, cover letter, and three professional references to
amber.christensen@guadschool.org**

Position closes 12/15/23.

No person shall be denied services because of race, religion, color, sex, disability, age, or national origin.