



El Programa Hispano Católico: Community Strengthening Programs  
Adult Basic Education Specialist  
Full- Time 40 hrs./week  
Reports to: Community Strengthening Programs Program Manager

**POSITION SUMMARY:**

The Community Works Project (CWP) is a 6-agency collaborative project providing job preparation and placement services to Temporary Assistance to Needy Families (TANF) participants who are participating in Job Opportunities Basic Skills (JOBS) program. CWP is located on-site at the Department of Human Services (DHS) East County Family Service Center. The Adult Basic Education and ESL Specialist facilitate and coordinate most of the program's basic education and ESL workshops and works with clients one-on-one to prepare them to enter GED and ESL programs at crediting institutions.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Develop, maintain and regularly update adult basic education curriculum.
- Facilitate fun and interactive workshops to engage participants in their own development.
- Facilitate both GED-preparation workshops on topics such as basic math and reading, as well as English classes for English Language Learners.
- Establish and maintain regular and effective communication with Workforce Specialists responsible for customers' participation in JOBS program to ensure their access and support navigating program and other community resources and services.
- Work collaboratively with CWP Life Skills Specialist to incorporate live skills development component into program overall job readiness and skill building activities.
- Effectively utilize CommunityWorks' partners to leverage resources to remove participants' barriers to employment opportunities and increase their chances to become self-sufficient.
- Bring understanding of El Programa Hispano Católico and targeted community to ensure wrap around service options for CWP customers.
- Participate in trainings, meetings to ensure project out-comes achievement.
- Maintain accurate, complete, up-to-date documentation of participant activities, progress and outcomes.
- Track and report attendance of all participants in each class.
- Adherence to El Programa Hispano Católico policies and procedures.
- Other duties and responsibilities as assigned.

**QUALIFICATIONS AND REQUIREMENTS:**

- Must be bilingual (Spanish/English) and bi-culturally competent.
- Excellent communication skills, both verbally and in writing in Spanish and English.
- Bachelor's degree or equivalent experience in Education, instruction, Social Services or a related field required.
- Experience providing instruction to groups of adults and coaching individuals in need of adult basic education and working in a multi-cultural social services environment.
- Demonstrated ability to develop and implement curriculum.
- Understanding of the barriers and opportunities faced by adults engaged in TANF/JOBS program.
- Intermediate proficiency in all programs of Microsoft Office; experience with data entry and management required.
- Basic Familiarity with social media.
- Experience and ability to work in a multi-cultural, multi-ethnic diverse environment.
- Demonstrate judgment and discretion in dealing with confidential matters.

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- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. High attention to detail required.
- Willingness to learn new skills and take on new responsibilities.
- Strong analytical and strategic problem-solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast paced work environment.
- Ability to support organizational and program specific mission and goals.
- Ability to sit, stand, walk, drive, talk on the phone and/or use computer for long periods of time.
- Participate in staff meetings, trainings, committees, and volunteer activities to support IRCO's goals.
- Ability to lift 40 pounds.
- Satisfactory results from civil, criminal and motor vehicle background check required.

**COMPENSATION:** Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

**TO APPLY:** Please submit a cover letter and resume at: <https://EIPrograma.applicantpro.com>

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