

**Job Title:** Education Services Coordinator

**Job Status:** Full Time (Non-Exempt)

The Education Services Coordinator will be responsible for managing the day-to-day activities at the Hogar Manassas Education site and will manage all volunteer teachers at the site. Class coordination involves conducting student registrations, collecting and entering student demographic data, regularly supervising and observing classroom instruction, recruiting and training volunteer teachers, and conducting student outreach and recruitment. The Education Services Coordinator will also complete all deliverables under grants, including but not limited to: devising and analyzing teacher and student surveys, ensuring implementation of class projects and teacher meetings, regularly communicating site updates with teachers, tracking student hours and recognizing student hour gains, managing teacher roster and substitute teacher schedule, tracking student payments and ensuring complete student data is entered in a timely manner, ensuring accurate and updated student rosters and registrations, conducting student assessments and tracking assessment data, coordinating and overseeing a Professional Learning Community with a group of volunteer teachers, and other performing other related duties as assigned.

**Prerequisites:**

- BA in Education , social sciences, or an international field of study
- Two or more years of experience working in a multi-cultural setting
- Demonstrated knowledge of Microsoft Office 2007 or later
- Superior writing skills
- Excellent interpersonal skills
- Demonstrated ability to work well in a team environment
- Bilingual (fluent in Spanish and English) strongly preferred
- Valid driver's license and regular access to a car

This position requires some scheduled weeknight and weekend hours. There is a three-month provisional period for this position.

Please send your resume, salary requirements, and cover letter to [jobs@ccda.net](mailto:jobs@ccda.net). No calls, please.