



Asian Community & Cultural Center

-Celebrating Asian Heritage and Serving All Immigrants-

144 North 44th Street Lincoln, Nebraska 68503

402-477-3446 FAX 402-477-4508

www.lincolnasiancenter.org

Education Coordinator

Availability:

July 1st, 2017

Monday-Friday – approx. 20 hours per week – Must be flexible about day, evening, and weekend hours. Starting salary is \$10/hour or based on experience.

Applicants must submit a resume and cover letter to Sheila@lincolnasiancenter.org

The following job description includes the major responsibilities and expectations. This list is not all inclusive; the incumbent may be expected to perform job-related duties other than those contained in this list.

Job Description:

The person will be responsible for duties within multiple programs of the ACCC and will include coordinating and teaching ELL and citizenship classes, coordinating the Services for Older Refugees grant and managing volunteers.

Duties and Responsibilities:

- Attend and successfully complete all required training programs, staff meetings and complete all related assignments in a timely manner
- Act as a representative of the ACCC in public forums in a positive, knowledgeable and professional manner
- Provide accurate and timely reporting of work performed and outcomes in the form of attendance tracking, database management, a monthly report to the supervisor, volunteer file management, and through grant reports.
- Oversee use and maintenance of company van
- Monitor the budget and spending in each of the programs with attention to grant requirements
- Follow the syllabus outlined in the 2017-2018 Humanities Nebraska grant while coordinating, planning, and executing lessons
- Develop relationship with Aging Partners to connect refugee seniors with services
- Help build relationships with diverse populations and organizations in the area and other senior groups
- Organize regular volunteers to teach ELL and citizenship classes
- Encourage youth and community members to volunteer and participate in community activities
- Collaborating with human service agencies and other resources to refer services for the refugees and immigrants
- Recruiting participants for the program, including using community contacts and knowledge to seek out potential participants and find out what community members needs are. Will develop promotional materials as needed.
- Greet and assist clients whenever needed
- Perform related duties and responsibilities as required.
- Will be present and involved in weekly staff meetings
- May provide additional transportation in company van

Qualifications:

- Experience in a professional environment preferred

- Experience teaching ESL in one-to-one and group settings mandatory
- Must be able to work independently and demonstrate team building, problem solving, time management, stress management and decision making skills
- Must possess great communication skills including effective verbal, writing and listening skills and the ability to make effective presentations
- Excellent organizational and leadership skills including the ability to maintain effective working and community relationships
- Communicate in a friendly and informative manner with people from a wide variety of cultural and ethnic backgrounds
- Must have good computer skills and be proficient in Microsoft Word, Excel, Internet and e-mail.
- Bilingual ability a plus
- Able to communicate well in English both spoken and written.
- Able to and committed to maintaining confidentiality.
- Attention to detail in maintaining records and some experience with Microsoft Office preferred.
- Sensitive to the needs of older clients.
- Willingness to travel and transport in own personal vehicle, must have valid drivers license and good driving record

Employee Name (Please Print)

Employee Signature

Date

Supervisor Name (Please Print)

Supervisor Signature

Date