

World Relief

Education Program Specialist

**POSITION SUMMARY:**

World Relief is a unique and invigorating place to work. We are looking for talented, ambitious and collaborative people to come alongside our mission, vision and values as we partner with churches to empower the most vulnerable in the world. We hope these resources provide more insight into your hiring journey with us.

World Relief Chicago is looking for a full-time Education Program Specialist to provide support to its ESL, career and employment-readiness classes, and tutoring programs for adult immigrants and refugees. This role works closely with staff within the Education Department as well as with staff from other World Relief departments in the provision of services. Key responsibilities include facilitating online and in-person registrations, standardized assessments, digital literacy orientations, recording and organizing program data, maintaining program equipment, assisting with grant writing and reporting, and providing student referral services. If you are a highly organized and detail-oriented person with strong interpersonal and cross-cultural skills who is also adept in digital literacy and the use of technology, this role may be a good fit for you.

**ESSENTIAL FUNCTIONS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lead potential students through in-person and online class registrations
- Administer standardized student assessments in-person and online
- Place students in appropriate class level based on assessment scores and interactions during the registration process
- Assist students in the distribution and use of classroom technology
- Provide technical assistance to students and instructional staff
- Ensure that the program complies with all ADA requirements
- Document and maintain all program data and databases
- Review department files and data regularly to ensure they are complete and accurate
- Utilize online software to help maintain and organize online learning accounts
- Maintain proper care of program materials and equipment
- Promote programs and class registrations in the community through various recruitment initiatives and in collaboration with other departments at World Relief
- Collaborate with staff and community partners to ensure quality holistic services and referrals are provided

- Provide clear and timely communication with staff, students, and community partners
- Engage in program evaluation, planning, and development
- Assist with grant writing and grant reporting
- Participate in all required professional development as well as state and regional collaboration meetings
- Participate in all staff meetings as scheduled
- Other duties as assigned

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Highly organized and detail-oriented
- Able to manage multiple projects and tasks at the same time
- Strong technology and digital literacy skills
- Strong interpersonal and cross-cultural skills
- Ability to communicate effectively, both orally and in writing
- Ability to work independently
- Flexible and adaptable

#### **REQUIREMENTS:**

- Mature and personal Christian faith
- Committed to the mission, vision, and values of World Relief
- Desire to serve and empower the Church to impact vulnerable communities
- Bachelor's degree and at least 2 years' experience with related tasks and responsibilities
- Prior experience in TESOL or the field of education
- Bi-lingual in English and Spanish preferred
- Ability to flex hours to work some evenings