

## Now Hiring: Programs and Database Manager

### ABOUT ENGLISH AT LARGE

Founded in 1970, English At Large (EAL) is a nonprofit that helps adult immigrants gain greater understanding of the English language and U.S. culture through personalized instructional programs designed to support their highest aspirations. Our learners benefit from a large network of volunteers and community partners in Greater Boston committed to their success. We envision a world in which all people have the skills, knowledge, and confidence they need to take advantage of opportunity, enrich their communities, and achieve their life goals. In 24 communities in Middlesex County, EAL empowers more than 200 volunteers to deliver life-changing services to more than 300 immigrants each year.

To learn more visit: <http://www.englishatlarge.org>

We are currently seeking a highly organized and people-oriented individual to join our small hard working team as our Programs and Database Manager. This role provides integral logistical support for all our programs and manages the systems that deliver our services to the community. This position works closely with our Director of Volunteer Engagement, has a high level of interaction with our volunteers and learners, and reports directly to the Executive Director. The Programs and Database Manager is instrumental in bringing English instruction programs to learners in the EAL service area. The right candidate is someone who thrives in a work environment which offers a variety of people-facing and systems management duties, and is a detail-focused multi-tasker with solid computer skills and a positive can-do attitude. This is a unique opportunity to join a small nonprofit making a big difference in our community. This is a full-year position which offers a flexible work schedule and opportunities for professional development.

### POSITION SUMMARY

As part of a team of enthusiastic and supportive professionals, a successful Programs and Database Manager will:

1. Build and maintain professional and cordial relationships with EAL volunteers, donors, and community partners.
2. Work collaboratively with the Director of Volunteer Engagement to assist in the recruitment, training and support of the volunteers who provide learner services
3. Manage the learner wait-list process and logistics for our tutoring program
4. Partner with area libraries and local service providers to coordinate, schedule and support our Conversation Group program
5. Manage the learner registration and enrollment process for conversation group program
6. Coordinate and schedule the standardized assessments for learners entering and exiting our tutoring program.
7. Participate as part of the EAL team with program development, fundraising efforts, and special projects.
8. Take advantage of professional educational opportunities to develop new skills and gain a deeper understanding of the unique challenges and needs of adult language-learners.
9. Maintain thorough and accurate program, learner and volunteer information in our Microsoft Access and program databases

### QUALIFICATIONS

- Bachelor's degree required
- A minimum of 2 years of experience in an office environment; experience in a non-profit setting preferred
- Strong knowledge of the Microsoft Office suite (knowledge of ACCESS, a plus)
- Strong knowledge of online platforms, such as Google Suite Office Tools, Constant Contact, Canva, etc.
- Experience producing and delivering information and training across multiple platforms to a variety of stakeholders
- Willingness to occasionally adjust schedule to support program activities outside of normal business hours
- Access to a car with valid driver's license

### PREFERRED SKILLS AND QUALITIES

- A passion for the mission of English At Large
- Experience working with diverse populations
- Strong oral and written communication skills
- Ability to meet deadlines, work independently and support organizational success as part of the team
- Appreciation for volunteers and experience with volunteer training
- Knowledge of best practices in adult education and curriculum development
- Fluency in Spanish or Portuguese, a plus

This is a part-time, 24-30 hour per week position, offering some scheduling flexibility, paid time off, and a salary of \$30/hour or \$45,000 annually. To apply: Send a cover letter and resume to Executive Director at [ed@englishatlarge.org](mailto:ed@englishatlarge.org)