

Adult Education Program Coordinator

Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

St. Nicks Alliance Workforce Development Center empowers and trains historically marginalized community members from North and Central Brooklyn to move from unemployment to careers and jobs with sustainable wages enabling over 2000 local residents annually to improve their economic status. Our services are robust and range from Employment-Contextualized ESOL, Digital/Computer Literacy, ABE, and HSE to Workplace Success Skills Training and Job Placement to Sector-Based Employer-linked Vocational Training with a focus on career occupations in the Green Trades, Healthcare, Technology and Financial Service sectors.

We are currently seeking a **full-time adult education program coordinator** for our 92 Throop Ave Workforce Development Center location in Brooklyn. Candidates must be able to report to the office five days a week to support Adult Education in-person learning.

What you'll do:

St. Nicks Alliance seeks a successful candidate who will provide in-person program coordination and direct services for the Adult Education department and provide administrative services to program participants.

Specific duties include, but are not limited to:

- Plan and oversee data collection processes throughout our grant fiscal year (July 1st to June 30th) for the full student lifecycle, from intake through attendance and performance
- Communicate regularly with the adult education program manager, teachers, supervisees, case managers, grants managers, external partners, and other St. Nicks Alliance team members to review dashboards by funder and class attendance averages to ensure the maximum effectiveness of the data collection processes and the use of data to improve our other program processes
- Help to collect, analyze, and apply data to our daily operations to both increase student satisfaction and retention
- Input client data in real time to help track and monitor the progress of clients enrolled in the programs in the St. Nicks Alliance required in ETO, ASISTS, DYCD Connect, HRA, and other in-house database systems
- Design and implement efficient and secure quality control procedures for data management and analysis with attention to all technical details by conducting mock audits on a regular basis
- Collect and filter data to be entered into ASISTS, DYCD Connect, ETO, HRA, and other in-house database systems.
- Conduct analysis of students' Best Plus 3.0 and TABE 13/14 pre/pos-test scores for monitoring and contract compliance
- Analyze and interpret data using Excel, Google Sheets, ETO, and Adult Literacy program grant databases
- Synthesize reports concerning data findings to be shared and discussed with the program manager, case managers, and student support specialists on a weekly basis.
- Ensure compliance with grantor's contracts and policies and timeframe requirements of data reporting (this

includes assisting with pull data reports such as ASISTS, DYCD Connect, HRA, ETO, etc.) for 811 students across eleven NYSED and six DYCD classes

- Provide training in ASISTS, DYCD Connect, and HRA to Adult Education staff as needed, in addition to creating training materials for team use
- Attend fourteen hours of RAEN and eighteen hours of DYCD professional development training as needed to stay abreast of all changes with the data systems that we use and the requirements for data entry for our grants
- Supervise three Adult Education student support specialists/case managers and one part-time data intake/evening receptionist via weekly in-person meetings, ensuring case management support for the supervisees
- Provide support as needed when the program manager is not available to support St. Nicks Alliance instructors, and instructional partner DOE administrators
- Review weekly dashboards with the Program Manager and with direct reports to ensure on track to funder goals
- Drive outreach strategy for recruitment, enrollment, class placement, and program retention to support students during the course of the school year
- Assign caseloads to support up to 180 students per full-time case manager and up to 146 students per part-time case manager for our NYSED and DYCD classes. At the same time, this role will support a caseload of 75 NYSED and DYCD students to ensure all students receive case management support
- Ensure case managers and all staff follow up with students who don't attend class and their emergency contacts to ensure compliance with average daily attendance and to ensure support with the transformational coach and matching supportive services
- Administer Best Plus 3.0/TABE 13/14 testing
- Other duties as assigned by the senior managing director, director of operations, and adult education program manager

What we are looking for:

- Must be bilingual in English/Spanish
- The ability to work in-person in the office five days a week, as well as the availability to work two evenings a week and an occasional Saturday as needed
- Bachelor's degree preferred
- Certification in Best Plus 3.0 preferred
- Three years of related field experience in a social service organization preferred

What's in it for you:

- compensation range: \$30 - 33 an hour (*the actual compensation will depend on a variety of job-related factors which may include geographic location, work experience, education, and skill level*)
- competitive benefits package (medical, dental, vision, 401k)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning and development opportunities plus access to wellness programs

How to apply:

Please submit a thoughtful cover letter and a resume to snaworkforceHR@stnicksalliance.org with "Adult Education Program Coordinator" in the subject line.



St. Nicks Alliance is an Equal Opportunity Employer that values diversity. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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