



ADULT EDUCATION PROGRAM MANAGER

Position Summary

The Adult Education Program Manager helps live out the mission of Su Casa by creating a safe space for adults to learn together and grow in God's grace by managing all programming related to adults. This includes both the established adult ESL classes and supporting childcare and volunteer services and the family support services for adults (formerly community service program). The program manager seeks to help Su Casa's adult programming grow in both capacity and relevance to our community by focusing on connecting and supporting the spiritual and physical needs of the participants. The program manager focuses on building relationships and identifying needs in the community, and creating and implementing improved programmatic offerings based on their findings. The adult education program manager reports directly to the director of operations and programming and leads any employees in the adult education department.

Schedule

- Full time– **attendance at both AM and PM classes is required for the position**
 - Fall and Spring Semester Schedule– (Sept - Dec.; Feb - May)
 - Tuesday and Thursday AM class schedule: 8:30am - 11:00am
 - Tuesday and Thursday class PM schedule: 6:00pm - 8:30pm
 - Non-class schedule- (June- Aug; Jan)
 - Recruiting events generally occur on weekends or during the evenings
 - Additional Su Casa Family events as outlined in the staff calendar
- Pay starting: \$45,000/annual

Preferred Education and Experience

- Bachelor's or Master's degree in education or a related field– special emphasis on ESL preferred
- Experience working with the Latino immigrant community in Memphis preferred
- Experience in cross-cultural, nonprofit, or ministry settings preferred
- Experience in canvassing, recruiting or tabling at events, or community outreach preferred



Skills and/or Attributes

- A mature, Christian leader who leads by example, inspires trust and confidence, builds rapport among staff, community, and volunteers, aspires to create new opportunities for life-giving support to the community. This position requires a person dedicated to the work, the students, and the volunteers, who is willing to engage at a deep level with the students and volunteers and to be the main point of connection for the adult program.
- Fluency in English and Spanish; public speaking in English and Spanish to large and small groups, professional communication via email, text, telephone and in person in both languages.
- Connective personality, driven to creatively find new participants, connect them to the local church, encourage them towards their goals, connect with local businesses and churches, energetically passionate toward supporting programmatic growth.
- Professional demeanor as a leader; able to communicate effectively and respectfully, timely, focused and attentive. Inventive, forward thinking with new ideas or strategies for improvement and tenacious through implementation.
- Exceptional skills in computer, organization, administration, and communication.

Essential Duties and Responsibilities

1. Current Programming

- a. Manage Su Casa's current ESL program which includes:
 - i. Recruiting, training, and supporting volunteer teachers
 - ii. Recruiting and supporting adult students
 - iii. Developing meaningful gospel-centered relationships with students, volunteers, and local churches to help create pipelines for more students and volunteers
- b. Actively search for methods to improve the current offerings of adult programming based on the needs of students.

2. Student-Family Support

- a. Manage Su Casa's current family support for adult students which includes:
 - i. Overseeing legal service appointments, tax preparation events (spring), and food and clothing drives (fall/winter).
 - ii. Create ways to connect participants and volunteers with local churches, specifically our partner church, Iglesia Esperanza, and churches with participants.
 - iii. Build professional connections with resource providers around Memphis to create pathways between students and vital community resources.

3. Policies and Procedures

- a. Manage program budget, ensuring efficient allocation of resources and alignment with organizational goals.
- b. Demonstrate punctuality and a hard work ethic, leading from the front as an example of dedication to the mission.



- c. Report any concerns or problems to the Director of Operations and Programming and/or to the executive Director.
- d. Maintain accurate records of all program information (attendance, etc) and interventions.
 - i. Program managers are required to present regular data demonstrating progress toward program goals throughout the year.
- e. Communicate clearly and in a timely manner with your supervisor.
- f. Approach all participants respectfully and in a way that exhibits God's grace.

4. Su Casa Mission and Team

- a. Maintain a professional work environment.
- b. Engage in a professional manner and maintain a professional environment at all times.
- c. Assist in organizing, attending, and supporting Su Casa Family Ministries events, as outlined in the staff calendar. This includes an expectation of working before, during, and after events.
- d. Support the mission and values of Su Casa, including the Statement of Faith.
- e. Show flexibility and a team spirit when asked to assist in other duties outside of the normal job description.