



ELL Coordinator

About Us: Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

Position Summary: Building One Community (“B1C”) seeks a collaborative and highly organized **ELL Coordinator** responsible for coordinating and supervising the ELL classes at our Yerwood Center location four days a week and one day a week at our Shippan Avenue location. This includes overseeing both participants and volunteer teachers. The position requires on-site work Monday through Friday, from 9 am to 1 pm, and also includes Saturday hours for supervising Youth Group ELL sessions from 10:30 am to 1 pm.

Responsibilities will include, but are not limited to:

- Greet and welcome ELL participants, volunteer teachers and tutors before classes begin
- Orient new ELL participants sharing information about program, schedule, and expectations
- Manage the schedule of ELL volunteers in conjunction with the ELL team and the Volunteer Manager; help match students with volunteers
- Maintain consistent communication with teachers and tutors regarding sessions and process
- Assist ELL Director and Training Coordinator coordinate volunteer trainings and attend general volunteer orientation sessions
- Teach ELL classes when needed
- Assess and assign new students to appropriate class levels; collaborate with the ELL Director on reassessing learners after 50 hours of instruction
- Assist ELL teachers and one-on-one tutors with session preparation by collecting and preparing materials and helping them with planning as needed
- Maintain the ELL materials library
- Monitor and reinforce the ELL curriculum and processes with teachers
- Coordinate the distribution of supplies to students and teachers/tutors
- Ensure student behavior complies with B1C policies; mediate issues with teachers and volunteers as needed
- Enter class attendance into Salesforce on a daily basis, participate in RBA discussions
- Assist Program Director with the coordination and administration of student surveys

Required Skills/Qualifications:

- Fluent verbal and written Spanish and English skills required
- Bachelor's degree in education, social work or related discipline
- Five years of experience in education or non-profit social services
- Data management experience required; Salesforce knowledge a plus
- Demonstrated sensitivity and ability to collaborate with people from diverse backgrounds
- Ability to advocate for B1C's program participants and help them advocate for themselves
- Self-directed with strong organizational and communication skills
- Commitment to B1C's mission and goals

To apply for this position, please submit your resume to jobs@b1c.org.
Building One Community is an Equal Opportunity Employer