

## ENGLISH PROGRAM COORDINATOR

### **Description**

The English Program Volunteer Coordinator will help us to build and manage our free English program. The Coordinator will be responsible for recruiting, managing and training volunteer teachers, while working to maximize the impact the En Vía English Program can have in our partner communities.

This is an excellent opportunity for someone who wants to make a big impact. There is room to grow professionally and personally in leadership, fundraising, recruitment and more. A commitment to development work, experience leading groups, and the flexibility to work in a non-profit is essential.

### **Major Responsibilities**

1) Recruit and Manage Volunteer Teachers: Our classes are taught by a group of committed volunteers. The Coordinator will be responsible for making sure we are providing the best English classes possible by ensuring that we have an adequate number of teachers for our classes, and that they are prepared and motivated for their classes. En Via enjoys long-standing partnerships with universities in the US who come to Oaxaca, take Spanish classes at the Instituto Cultural Oaxaca, and teach with us in the afternoons. (Bard, Michigan, Berkeley). The coordinator will be a key point person between the 3 institutions (ICO, university coordinator, En Via) and their excellent communication, motivation, volunteer training and engagement skills will come into play.

2) Create and Run Training Program: The Coordinator will plan and run trainings for volunteer teachers before they begin teaching, as well as provide ongoing feedback throughout the program and at the end of their term.

3) Curriculum Development: Ensure that curriculum content is relevant and engaging; work to develop supporting materials and activities.

### **Minimum Requirements**

- College graduate or equivalent leadership experience managing staff and/or volunteers
- Excellent people skills: outgoing, friendly, warm, professional, ability and passion for building relationships with individuals from different backgrounds
- Highly organized
- Good judgment, strong initiative, and ability to work independently with minimal supervision
- Ability to be organized yet flexible, as conditions of transportation, supplies and volunteer services change weekly
- An excellent communicator: with young and adult learners, volunteers of all ages and backgrounds, community members and En Via staff
- Demonstrated commitment to social change
- Experience living abroad
- Basic Spanish

### **Preferred Additional Qualifications**

- Experience teaching English as a foreign language
- 2+ years in a full-time, professional leadership position
- Intermediate Spanish

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### **Commitment/Compensation**

- 30-40 hours/week, Monday through Thursday from 10 a.m. to 7:30 p.m.
- Minimum 6-month commitment required, 6+ months preferred
- A monthly stipend of \$4,000 MXN is provided.

### **Application Process**

Send your resumé and cover letter to Juliet Terramin at [englishcoordinator@envia.org](mailto:englishcoordinator@envia.org)