

Literacy Green Bay
Job Description

Bilingual ELL Classes Program Specialist

Reports to: *ELL Class Program Manager*

Pay range: *\$13-14/hr*

Schedule: *10 hrs/wk for approximately 43 weeks per year, on a flexible schedule but with the majority of hours during class times (9-11 AM and/or 6-8 PM, Mon-Thur)*

Summary:

The ELL Class Program Specialist is responsible for assisting with all aspects of morning and evening classes. This includes supporting the ELL Class Program Manager, Intake Coordinator, teachers, students, volunteers and childcare providers. Main duties include office/building supervision; data collection and data entry; answering phones and addressing questions; contacting students to obtain information and other assisting as needed. Bilingual in Somali and English is highly desirable.

Responsibilities:

Clerical/Computer

- *Enter/update student data into LACES computer database*
- *Call, text, email students and/or mail correspondence regarding: registration, class placement, attendance, and assessments.*
- *Maintain student files and attendance records*
- *Create letters, signs, flyers*

Assist with Registration

- *Help students fill out registration packets*
- *Collect registration fees and sell books*
- *Discuss class schedules and policies with students*
- *Help students get orientated with Literacy Green Bay*

Other

- *Unlock classroom doors upon arrival & make sure all doors are locked upon departure*
- *Answer questions and interact with staff, volunteers and visitors*
- *Answer phones as needed*
- *Support teachers and students during class as needed*
- *Support childcare teachers and volunteers during class as needed*
- *Complete small projects for childcare and classroom teachers*

Qualifications and Experience:

- *2-year degree in office administration or 2 year related experience*
- *Will consider college student enrolled in applicable academic program*
- *Good written/verbal communication skills*
- *Experience with Windows, Microsoft Office, databases, Excel spreadsheets*
- *Able to work with a diverse/multicultural population; Bilingual in Somali is highly desirable*
- *Friendly, positive attitude and a self-starter who can work with minimal supervision*
- *Reliable and organized*

Appropriate candidates may be considered to fill both the Bilingual ELL Class Program Specialist position and the Digital Literacy Instructor (10hr/wk), for a total of 20 hours per week.

This is an entry level position with potential for growth. All interested candidates should contact our office at 920-435-2474 for further information and/or send cover letter and resume to Robyn Hallet at rhallet@literacygreenbay.org.