



Position Title: English Program Coordinator (part-time, salaried)

Purpose: *-Provide day-to-day program coordination of The Root Cellar's English programs and related ministries in the city of Lewiston
-Aid Program Manager in development of English programs through The Root Cellar's Lewiston location.*

KEY RESPONSIBILITIES

- Coordinate day-to-day English programming operations for neighbors and volunteers
- Understand, communicate, and implement the organization's policies and procedures as it relates to programs and volunteers
- Recruit, train and support English programming volunteers (teachers, tutors, childcare workers, etc.)
- Administrate registration and attendance records for English program classes
- Oversee stock of classroom materials including supplies and curricula
- Teach classes as needed
- Assist the Program Manager and volunteers in program evaluation and new program development

EXTERNAL RELATIONS

- Develop and maintain positive relationships with neighbors and their families, program volunteers, partner organizations and churches
- Participate in the life and development of the target neighborhoods of The Root Cellar

GENERAL OPERATIONS

- Contribute to overall communications needs regarding Root Cellar English programming or events (i.e. website, flyers, social media updates, newsletter articles, etc.)
- Maintain accurate data regarding programs and impact as requested by the Program Manager
- Participate with other RC Staff in general maintenance of RC property and ground, as requested
- Assist Program Manager and Executive Director in securing funding for English programs, as requested
- Participate in staff meetings, training and events, as scheduled

TO APPLY:
SEND COVER LETTER AND RESUME TO
ALYSSA MCKAY, alyssa@therootcellar.org



QUALIFICATIONS

- Strong commitment to the Gospel of Jesus and active participation in a local church
- Ability to be flexible and respond to diverse challenges and individuals with an attitude of service and love
- Be comfortable and welcoming with a diverse neighborhood population
- Ability to learn on the go, work in a team environment
- Ability to lead and communicate with others effectively
- Demonstrated strong written and oral communication
- Understanding of neighborhood challenges and dynamics
- Pleasant manner, patience, problem-solving ability, dependability a must
- Have a valid Driver's License and good driving record
- Understanding/experience of refugee/immigrant process and diverse populations will be helpful
- Experience in ministry, teaching or education administration preferred
- College degree preferred

Reports to: Lewiston Program Manager

Time Commitment: 25 Hours per week, with flexibility depending on program activities

Compensation: \$18-20 per hour

TO APPLY:

SEND COVER LETTER AND RESUME TO
ALYSSA MCKAY, alyssa@therootcellar.org