



Education Coordinator Job Description

Overview

Develop, implement and deliver high-quality, engaging educational content and training for tutors and students using best practices and program evaluation as guiding principles. Act as a master coach to provide supervision and support to volunteer tutors. Working closely with other staff and reporting to the Executive Director, this position requires strong communication and interpersonal skills.

Responsibilities

Create and conduct innovative and inspiring new and active volunteer tutor training workshops (virtually and in-person); provide ongoing support and individualized tutor training as needed

Manage the LACES database, entering accurate data and producing monthly reports

Oversee Tutor Mentor Team to support all volunteer tutors and build program capacity

Build positive, encouraging, and vibrant tutor-student relationships that will foster strong commitment, participation and retention

Create and disseminate a comprehensive newsletter to streamline communication and keep all volunteers, staff and community aware of important programmatic information

Provide adult education content expertise for program growth; keep current on best practices, analyze program data and suggest curriculum modifications accordingly

Manage online inventory and online forum, ensuring resources are effective and used often

Conduct tutor and student assessments and data collection for the purposes of grant management, monthly reporting requirements, and the demonstration of measurable program outcomes of student performance

Support program outreach, community engagement, collaborations and volunteer/student recruitment efforts, particularly in Vero Beach

Assist LSIRC with workplace groups by conducting student assessments and assigning appropriate curriculum

Communicate with all staff to meet goals

Other duties as assigned

Requirements

- Must possess a college degree with a preference in an education related field or teaching experience
- Personable with superb written, verbal and computer skills; bilingual preferred
- Experience using virtual platforms, databases and shared drives
- Ability to speak in front of small and large groups
- Available to work evenings and weekends as needed
- Demonstrated experience working with diverse cultures and populations preferred
- Self directed and motivated to successfully manage multiple priorities and work well without supervision