

ESL Program Coordinator for Immigrant and Refugee Youth Full-Time

The ***ESL Program Coordinator for Immigrant and Refugee Youth*** will join a team of compassionate and diligent staff in The American Place Department that oversees the organization's services to immigrants and refugees, adult education, and occupational training. The role offers variety, challenge, and the opportunity to make positive impact on the well-being of many immigrants and refugee newcomer youth and families by working with external partners to deliver added value to their school education and their successful transition to college and careers. The role is responsible for developing project management plans and the day-to-day management of project activities and deliverables, which includes but is not limited to scheduling, implementation, fieldwork, staff supervision, direct stakeholder engagement, and funder and regulatory reporting. The individual is self-motivated, flexible, persistent, very attentive to detail, and an excellent communicator. The position sits in The American Place and reports to the Adult ESL & Citizenship Education Manager. The individual furthers the mission and core values of Hartford Public Library by creating a welcoming and supportive learning environment that promotes the literacy of Hartford residents and treats all customers with dignity and respect. **This is an "in-person" role, with a general schedule of 37.5 hours per week. The role acts as a liaison with Hartford Public Schools and will require limited travel and program support, including weekdays, evenings, and weekends.**

RESPONSIBILITIES INCLUDE:

Administration

- Hire, supervise, and support program staff and volunteers, including a part-time Program Support Specialist and ESOL teachers, lead staff meetings and provide professional development. (Note: The Program Support Specialist position and ESOL teaching roles are contingent upon grant funding.)
- Oversee grant projects to ensure timely implementation, compliance, and achievement of deliverables including budgets and reporting; participate in funder meetings as required.
- Prepare and submit monthly, quarterly, and annual reports for the Department Head and Library Board.
- Track outcomes, improve efficiency, and adapt programming based on evolving needs and lessons learned.
- Support fundraising efforts, including preparing grant applications. Current grants include the PATH grant (CT Office of Higher Education) and a pending continuation grant from the CT Department of Education.

Recruitment & Retention

- Recruit students through in-class presentations and outreach at school events such as resource fairs, parent forums, and orientations.
- Build and maintain trusting relationships with students and their families.

Education

- Design and implement programming to support the academic, social, and emotional needs of late-arrival immigrant and refugee English Learners, including certified ESL instruction, homework help, college guidance, and enrichment activities.
- Monitor academic progress via school communication and PowerSchool; identify areas for improvement and guide teachers in developing targeted interventions.

Partnerships & Relationship Building

- Act as the primary liaison with Hartford Public Schools, including the Director of English Learners, partner school Principals, and ESL Coaches.
- Cultivate and maintain strategic relationships with internal and external stakeholders across public, private, nonprofit, and government sectors to advance shared goals.

- Support program visibility through communications, PR, and marketing efforts, including drafting project descriptions, memos, and updates.
- Collaborate with The American Place's College Attainment and Retention Specialist to support students' transition to post-secondary education, and with Citizenship staff to assist eligible students in the Naturalization process.
- Facilitate partner and stakeholder engagement in school activities, such as guest speaking, classroom support, and service-learning projects.
- Coordinate recruitment and orientation of student volunteer tutors/mentors from local colleges and universities.
- Engage parents in program activities and communications.

Other duties as assigned.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

EDUCATION and EXPERIENCE/QUALIFICATIONS

- Master's degree in Education or a related field, or equivalent relevant experience
- Minimum of two years' experience in project management or a comparable role.
- At least three years of experience teaching or mentoring high school students in diverse, urban settings.
- Proficiency in Spanish preferred

Skills:

- Excellent technology skills particularly with Microsoft productivity tools and current educational software.
- Excellent communication skills (written and verbal)

Work style:

- Ability to work independently and collaboratively.
- Strong organizational skills and a commitment to follow-through the lifecycle of a project
- Ability to use initiative, solve problems and be very attentive to detail.
- Ability to plan effectively and work well under pressure.

Communication:

- Excellent interpersonal skills and ability to develop strong internal and external professional relationships.
- The sensitivity to understand the need for flexibility when working with people from diverse cultures and nationalities.
- The ability to communicate professionally in additional languages would be advantageous.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to maintain composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

What we offer employees:

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, and Pharmacy benefits
- Life Insurance
- Paid Time Off - Vacation, personal, and sick time

- 2 Floating Holidays
- 11 Paid Holidays
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education, and staff engagement opportunities
- Commitment to an active plan of diversity, equity, and inclusion work, including implementation of the staff-led DEI Road Map.

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating, and engaging spaces where people can learn and discover, explore their passions, and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia Teen Spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio, and video collections

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference “**ESL Program Coordinator for Immigrant & Refugee Youth**” in the subject line of your email.

Hiring Range: \$52,956.28 - \$56,071.08 **DOE**

Hartford Public Library is an Equal Opportunity Employer.