



**WATCH CDC Job Posting
1/9/2020**

Adult Education Assistant (15 hours/week)

WATCH seeks an assistant for an adult education program currently serving 125 learners per semester. WATCH offers beginner, intermediate, and advanced level English classes, GED Prep classes, Citizenship Class and one-on-one tutoring.

WATCH is a nonprofit organization whose mission is to work towards a more just community in the Waltham area by promoting affordable housing, providing adult education and leadership development, and empowering underrepresented residents through civic engagement. More information at watchcdc.org

Job Responsibilities:

- Develop and prepare materials
Assist teachers and tutors with selecting and preparing lesson materials.
Maintain program materials.
- Develop curriculum
Participate in curriculum development, especially research of new curriculum materials.
- Assist in coordination of Tutor Program
Set up new tutor/student pairs, check-in with and track progress of tutor/student pairs.
- Respond to new volunteer and student inquiries
Return emails and phone calls for community members wishing to volunteer with the Adult Ed program and students wishing to enroll in classes.
- General Assistance
Help with other program areas on an as-needed basis, including teaching, classroom organization, recordkeeping, outreach, copy editing, and graphic design

Job requirements:

- Mastery of the English language and a strong understanding of English grammar
- Conversational Spanish
- Familiarity with Microsoft Word and Excel
- Teaching and/or curriculum development experience

This is a part time position with no benefits. The salary range for this position is \$15,000 annually. The schedule is flexible.

Please send resume and thoughtful cover letter to Brian Logue at brian@watchcdc.org. Applications will be reviewed on a rolling basis until position is filled.