



WATCH CDC Job Posting

April 28, 2022

Adult Education Assistant (20 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. Once classes resume in person, at least some hours will be in person at our office at 24 Crescent Street, Waltham.

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

This position reports directly to the Adult Education Program Manager.

Job requirements:

- Strong understanding of English grammar
- Conversational Spanish
- Familiarity with Microsoft Word and Excel
- Teaching and/or curriculum development experience

Job Responsibilities:

- Develop and prepare materials - update program materials, research and creating new curriculum materials, copy editing and graphic design.
- Class prep - Assist teachers and tutors with preparing lesson materials.
- Tutor Program Assistance - Set up and check in with tutor/student pairs.
- Outreach - Respond to new volunteer and student inquiries.
- General Assistance - substitute teaching for ESL class, classroom set up, recordkeeping.

This is a part time position with pro-rated benefits for vacation, 403-b pension, and health insurance. The salary for this position is \$25,000 annually. The schedule is flexible and will be virtual for at least the next 2-3 months. When the office re-opens all or most of the work will be in person in our Waltham office.

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