**Job Posting**

**Part-time Education Coordinator – Helping Up Mission**

Helping Up Mission, Inc. is a faith-based, non-denominational, Christian organization offering permanent solutions to those experiencing homelessness, poverty, and addiction. Helping Up Mission, Inc. provides hope to the poor and homeless through programs designed to meet their individual physical, psychological, social, and spiritual needs, Compassionate and substantial residential care gives to almost 550 people in need, without consideration of race, economic, or religious status at its campus in East Baltimore. The Education Coordinator assists the department in providing vision and leadership for the self-sufficiency component of HUM’s Spiritual Recovery Program (SRP), including education, employment, alumni services, and housing. This person is responsible for the vision, leadership, and day to day activities of the Innovative Learning Center (ILC) at Helping Up Mission. The Education Coordinator will be responsible for overseeing the coordinating and administration of educational/instructional services at Helping Up Mission while adhering to the core values and vision of the Mission.

***Primary Duties:***

* Manage day-to-day activities in the educational department
* Assist in the development of academic programs; review instructional objectives, and adjust accordingly
* Monitor students and/or teachers for progress
* Screen, schedule and coordinate all new and current tutorial services
* Provide individual tutoring for specialized needs
* Provide assistance with GED tutoring
* Liaise with other administrative staff to include program, clinical, academic colleagues, teachers and students
* Communicate with partner institutions (NEDP / SBLC), external agencies, government departments, and prospective students
* Administer state required assessments, conduct learner consults, and recommend appropriate class level placements, e.g., (ABE, Pre-GED, and EDP transitions)
* Assist in formulating mission statements specific to education
* Coordinate on-site teaching, design, and implement class instruction, and tutoring services
* Assist in developing of “next step” services post-graduation i.e. employment, vocational training, college, alumni services, and housing
* Manage examination and assessment processes
* Assess, implement, instruct non-reader, and emergent readers with one on one instruction
* Prepare reports and statistics for internal and external use, create the end of cycle reports
* Facilitate team meetings and discussions regarding the Innovative Learning Center
* Perform other duties as assigned

***Job Requirements:***

* Exhibit the Core Values of Helping Up Mission, Inc
* Bachelor’s Degree in Education preferred
* Teaching Certificate preferred
* 3-5 years of teaching experience
* Excellent writing abilities and analytic skills
* Strong interpersonal skills / Ability to relate to students, academic staff, and teachers
* CASAS certified / TABE certified
* Wilson Reading Certified a plus
* Team working skills and the ability to work alone without supervision
* The ability to deal positively and embrace change
* Time management skills / Experience in organizing, prioritizing, and managing your time effectively / flexible approach to work
* Proficient in computer usage
* Ability to work in a multi-cultural and multi-ethnic environment with faculty, staff, and clients

Competitive pay for the part-time position. Potential candidates should email their resumes to [businessoffice@helpingup.org](mailto:businessoffice@helpingup.org), attention Brett Hartnett.