



NOW IT'S UP TO US

**March 01, 2022**

**Job Posting**  
**Part-Time- Adult Education Tutor – Helping Up Mission**

**Background**

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. (HUM) provides hope through programs designed to meet their individual physical, psychological, social, and spiritual needs. Compassionate and substantial residential care is given to almost 500 men and 50 women in need, without consideration of race, economic or religious status at its campus in East Baltimore. HUM provides competitive pay and benefits.

**Job Description**

The Adult Education Tutor oversees all on-site & off-site tutorial services of our clients. As well as providing tutorial services on-site. The Adult Education Tutor carries out their duties while adhering to the core values and vision of the Mission.

**Primary Duties**

The essential functions include, but are not limited to the following:

- Screen, schedule & coordinate tutorial services
- Provide certified External Diploma Program tutoring
- Provide certified General Education Development tutoring
- Develop & design materials for GED, EDP, and Accuplacer students
- Provide individual tutoring for specialized needs
- Participate in team meetings for ILC services
- Coordinate all off-site educational services for HUM clients
- Perform other duties as assigned

**Job Requirements**

- Exhibit the Core Values of Helping Up Mission, Inc
- Teaching certificate
- CASAS certified
- Core character qualities needed are dependability, initiative, integrity, spirituality, flexibility, fairness, humility, and a servant's heart

- Proficient in computer usage, particularly Microsoft products
- Ability to work effectively with individuals from diverse ethnic, cultural, and socioeconomic backgrounds in a fair, supportive and cooperative manner
- Excellent writing abilities, data collection, and analytic skills
- Strong analytic, problem-solving, and decision-making capabilities

**Preferred Qualifications**

- Master's Degree in Education preferred
- 3-5 years teaching experience in Adult Education
- Prior teaching experience with an NEDP Program a plus

Interested candidates should email their resume and cover letter presenting interest in and qualifications for the position to [businessoffice@helpingup.org](mailto:businessoffice@helpingup.org), attention Brett Hartnett.