

Citizenship Program Coordinator

Job Description

Job Summary:

The Citizenship Program Coordinator shall be responsible for the overall success of JFS' citizenship programming, including all aspects of course development, implementation, curriculum design, lesson planning, direct instruction, recordkeeping, and ongoing program evaluation. This is a two-year grant-funded project through CINAS. The position will require innovative and creative approaches to instruction, coordinated community outreach, and collaboration with partner agencies. The Citizenship Program Coordinator reports directly to the Program Director.

Primary Responsibilities:

- Foster professional working relationships with JFS program staff, community partners, adult students, volunteer tutors, and instructors through cooperative partnerships and clear, consistent communication.
- Provide required data for grant monitoring.
- Work with JFS ESL, Resettlement and Employment staff to screen interested students for eligibility in citizenship programming.
- Develop and deliver curricula related to citizenship and naturalization.
- Evaluate teaching materials for effectiveness and appropriateness; adapt available materials or design supplementary materials as needed.
- Create and implement effective learning program enhancements and management systems.
- Train and manage volunteer citizenship education tutors.
- Coordinate course schedules to optimize tutor and/or instructor time and resources.
- Monitor ongoing progress of learners' Personal Education Plans through formal and informal assessments throughout the term, including CASAS testing.
- Keep accurate records of student files and paperwork, enter, and regularly update attendance and other learner information in JFS' database.
- Promote services to other community-based organizations, social service agencies, and businesses, serving as the main point of contact for JFS' citizenship program.
- Establish strong partnerships within the community that result in citizenship referrals or potential onsite instructional opportunities.

- Participate in site, program, and all-staff meetings, including an annual in-service and other organization-wide events as required.
- Other duties as assigned.

Preferred Knowledge and Qualifications:

- Bachelor's degree with a background in education, social work, or related field
- Minimum of two years' experience in teaching or administration of educational services
- Familiarity with the USCIS naturalization exam processes
- Experience working with diverse adult populations
- Excellent oral and written communication skills; strong customer service skills
- Bilingual skills in oral and written communication preferred
- Proficient in Microsoft Office, Google Applications, and database usage
- Ability to assume responsibility with little direct supervision, to exercise initiative and judgment, and to make decisions within the scope of assigned responsibilities
- Highly organized and detail orientated
- Ability to work with program teams in a fast-paced environment
- Commitment to the mission and students of JFS

How to Apply: A complete application includes 1) a letter of interest, 2) a resume, and 3) a list of three professional references. Applications should be sent via email to Andre Yastchenko and will be accepted until the position is filled. Contact Andre at andre@jfsannarbor.org you have questions.

Jewish Family Services of Washtenaw County serves a socially and culturally diverse community. We strive to build a team of employees which is similarly rich in diversity. JFS is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin or any other protected status.