

JOB TITLE: English Language Learner Program Specialist

REPORTS TO: Middle School Supervisor

OVERVIEW: Girls Inc. of Lynn is looking for a Strong, Smart and Bold individual to provide support to girls and their families who do not speak English and/or are learning English through tutoring, mentoring, and family engagement activities. The ELL Program Specialist will be responsible for engaging the English language learner members in Girls Inc.'s middle school and high programs and their parents by assisting with recruitment and the enrollment process. The ELL program specialist will coordinate and facilitate the middle school program's family engagement component which includes writing and distributing a monthly bilingual newsletter, updating social media, sending out text alerts and planning and implementation of bi-monthly family nights.

STATUS: Non-Exempt Full time / 40 hours a week

RESPONSIBILITIES:

- Assist with member recruitment and enrollment
- Build relationships with ELL guidance counselors and ELL teachers at Lynn middle and high schools
- Provide family support to ELL girls and their families, including engaging parents in their daughter's academic needs.
- Work collaboratively with Girls Inc. staff to provide a safe, secure, pro-girl environment
- Provide academic support in the form of homework help and tutoring
- Mentor four groups of middle school girls
- Coordination and implement of the family engagement component of the program
- Help girls successfully integrate into the program
- Translate program materials as requested
- Serve as a liaison and translator between ELL/ESL, non-English speaking parents and the program
- Serve as liaison between the ESL members and the program including facilitate relationship building between the ESL members and the other girls and staff; ensure that ESL members are aware of program opportunities and services.

QUALIFICATIONS:

- Bachelor's degree or demonstrated equivalent of related experience preferred in Education, Public Health, Counseling or Psychology
- Multi-lingual preferable: English & Spanish, Khmer, Portuguese, Haitian Creole
- Familiarity with community of Lynn and the Lynn Public Schools
- Experience working with youth, preferably girls and/or urban youth ages 12-18 in an informal educational and/or recreational setting
- Enthusiasm and excitement for working with teen girls
- Demonstrated ability to be professional, creative, innovative and flexible
- Team building skills are a plus
- Strong written and oral communication skills
- Technologically proficient
- Detailed planning
- Have flexibility and a sense of humor
- Organization and communication skills
- Ability to work independently and as part of a team
- Valid Massachusetts driver's license.

This is full time position; Monday – Friday 10:30am – 6:30pm Hourly Rate: \$20.00 A conditional offer of employment will be made to the selected applicant following successful completion of a CORI check.

