



**Available Position: Adult Education Coordinator**

**Department: The Welcome Table**

**Reports to: Director of the Welcome Table**

**FLSA Classification: Non-exempt**

**Full/Part-time: Full-time**

**Date Posted: 1/4/2024**

**Start Date:**

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**About St. James School:**

*St. James is a faith-based educational community deeply rooted in transformative loving relationships.*

**The School** serves students and families who are most in need, providing a full scholarship to every student. Students benefit from small class sizes, an extended day, robust music programs, extensive social-emotional support, an 11-month school year (Sept. - July).

**The Graduate Support Program** makes a lifelong commitment to every child we serve. It prepares students for future success and supports them along the way – through high school, college, careers, and beyond.

**The Welcome Table** designs community actions and creates spaces for members of the school and broader community to access essential needs and experience a community of sharing.

**The Church of St. James the Less** seeks to be a place to encounter God, build community and grow personally with weekly mass and worship services.

### **Commitment to Anti-Racism Education:**

*So if anyone is in Christ, there is a new creation: everything old has passed away; see, everything has become new! All this is from God, who reconciled us to himself through Christ, and has given us the ministry of reconciliation. (2 Corinthians 5:17-18)*

St. James School is committed to partnering with others to dismantle systemic racism and to build an antiracist multicultural diversity within our school community and beyond. Through teaching a more complete and unbiased history, St. James School will arm students, graduates and employees with the tools and knowledge to better engage complex issues like systemic racism and privilege and to hopefully solve them rather than contributing to them.

### **Position Description:**

The Welcome Table is St. James' community resource center where all are invited to share what they have and take what they need. Whether food, clothing, legal services, home repairs or a listening ear, The Welcome Table is a friendly and warm place to build relationships and access resources essential to improving one's quality of life.

The Adult Education community action is the Welcome Table's offering focused on supporting adult learners as they identify and meet their educational goals through a diversity of classes tailored to areas of interest and/or need as well as one-on-one academic and/or professional coaching.

### **Position Overview:**

The Adult Education Coordinator is tasked with managing the day-to-day programming and operational tasks associated with the Welcome Table's adult education community action.

### **Essential Functions:**

- Manage the programming and operations of the Adult Education community action.  
Primary programming responsibilities include:
  - Developing course/event schedule for year-round classes and adult education events
  - Identifying and recruiting instructors for classes
  - Recruiting and enrolling class participants
  - Organizing and coordinating assessment, enrollment and attendance tools
  - Supporting class registrants with completing forms for enrollment/registration
  - Follow up with students and instructors to maintain enrollment, attendance and other relevant records.

- Ordering, receiving and providing materials and supplies for adult education classes and events
- Working with various data platforms for attendance, data and assessment, record-keeping
- Managing the registration and enrollment process for Adult Education classes and other events
- Identifying individual(s) and/or organization to formally partner with to provide one-on-one academic and/or professional coaching.
- Other duties as assigned

### **Additional Responsibilities**

- Collaborate with colleagues within the Welcome Table and broader St. James community to support departmental/organizational goals and objectives.
- Participate in regular program development and quality improvement processes to support the Welcome Table's service strategy.
- Maintain professional competence in the adult education field by active participation in professional organizations and activities at state, regional and local levels.
- Required participation in common life at St. James School (ex: lunch, Mass, House Meetings, etc.)
- Required participation in school events and special Masses (day & evening hours)

### **Qualifications/Requirements:**

- High school diploma required.
- Experience teaching and/or coordinating digital literacy education for adult learners highly preferred
- Experience supporting adult learners preferred (e.g. experience as adult education instructor or program coordinator desired).
- Deadline driven, solid time management abilities and ability to prioritize work
- Adaptability, honesty, self-reliance, teamwork, dependability, flexibility, willingness to listen and learn, work ethic, determination, persistence, problem-solving skills, loyalty, and congeniality are essential
- Proactive problem solving, both detail-oriented and flexible, demonstrating mature judgment and the ability to maintain confidentiality and composure under pressure
- Proficiency in managing multiple priorities strategically and under tight deadlines, while maintaining a high degree of accuracy
- Must successfully complete background screening and verification

### **Physical Requirements and Work Environment:**

- Regularly works in standard office conditions and climate
- Regularly uses close and distance vision, including working at a computer screen for extended periods of time

- Frequently required to move around the office; works at a desk for extended periods of time; occasionally moves around campus
- Ability to occasionally move items weighing up to 30 lbs. across the office or campus
- Ability to regularly work flexible hours to support the team members with emergent and urgent items and to meet deadlines; position will require some non-traditional work hours, including evenings and weekends.

**Employee Benefits:**

- St. James School offers competitive salaries that are based on experience and qualifications
- Medical/Prescription/Dental/Eye Care Insurance Coverage through a group health maintenance organization (HMO) health insurance plan (PAISBOA HBT)
- Defined Contribution Plan through The Church Pension Fund
- Life Insurance through The Church Life Insurance Corporation
- Fertility & Family-Forming Support Benefit through Maven
- Available Professional Development and Continuing Education funds
- Available Interest-Free Hardship Loans (after one year of service)
- Paid breaks and holidays include Labor Day, Thanksgiving (3.5 days), Christmas break and New Year's Day, President's Day (2 days), Spring Break (1 week), Memorial Day (2 days), June Break (1 week)
- 20 vacation days
- Health & Wellness paid time off
- Wellness Benefit covers expenses for gym membership (Kroc Center, Philadelphia or Planet Fitness)
- Spiritual and Religious resources (e.g. spiritual direction, theological study, school and community masses, community building)
- Free Lunch Benefit available daily as part of the School's school-wide community lunch program

**Application Requirements:**

Qualified candidates should send a resume, cover letter and salary requirements for consideration to Paul Barrett, Dir. of The Welcome Table at [pbarrett@stjamesphila.org](mailto:pbarrett@stjamesphila.org). We regret that we cannot respond to every applicant. Only those of interest will be contacted.

**Equal Opportunity Employer:**

St. James School is an equal opportunity employer and makes employment decisions on the basis of merit. St. James School seeks to have the best available person in every job. St. James School policy prohibits discrimination based on race, color, creed, sex, marital status, age, national origin, physical or mental disability, medical condition, ancestry, religion, sexual orientation, or

any other consideration made unlawful by federal, state, or local law, ordinance, or regulation. This policy applies to all terms and conditions of employment, including hiring, training, promotion, discipline, compensation, benefits, and termination of employment. All unlawful discrimination is expressly prohibited.