
Organization Description:

Founded in 2017, Sunhee's Community Place is a 501(c)3 non-profit organization dedicated to empowering immigrant and refugee communities in the Capital Region of New York through education, employment, and access to resources. Our vision is to create a more welcoming upstate New York for all, providing in-house hybrid English classes and individually-tailored education programs. The Education and Employment Program Coordinator is responsible for developing, expanding, and improving all methods by which Sunhee's Educational Services are offered. This role involves the interactive use of these services alongside staff and volunteers as well as recruiting, training, and managing new staff and volunteers. Additionally, this role involves teamwork, communication, data tracking, and other skills related to non-profit operations, adult education, and workforce development.

Responsibilities include:

- Develop adult education and English programming materials and curricula
- Manage English class instructors and support enrollments, curriculum development, assessments and evaluations
- Teach in-house English classes when necessary, and coordinate with staff and volunteers for multi-level programming
- Monitor Adult Computer Education (ACE) and other immigrant assistance programs by conducting orientation, recruiting students, and coordinating services with volunteers
- Plan and execute community events and projects when necessary, including field trips, fundraisers, guest lectures, class excursions, and other special events
- Launch creative outreach programs and campaigns to expand educational reach
- Attend relevant community events and network with local business owners, community partners, and stakeholders in immigrant/refugee issues
- Coordinate case management, educational and career-related services (i.e. civics test preparation, resume development, healthcare enrollment, etc.)
- Provide individualized consultations and education plans for clients
- Recruit, train and manage volunteers, providing ongoing resources and support
- Recruit and supervise AmeriCorps*VISTA member, overseeing VISTA projects and participating in program as required
- Track and manage donor databases, submitted grant applications and grant reports, as well as execute annual gala and fundraising campaigns
- Cover scheduled front-end shifts and provide customer service at the restaurant (~10 hours/week) ***Weekly shifts at the restaurant are a vital component of this position, as a critical part of the Sunhee's mission is for the organization to be financially independent, and for all staff to have a deeper understanding of the lived experiences of our students, clients and fellow staff members.***
- Additional optional restaurant and catering-related work opportunities available





JOB DESCRIPTION

Education and Employment Program Coordinator

Requirements:

- Bachelor's degree (B.A./B.S.)
- Exceptional communication, organizational and team player skills
- Able to work independently and balance multiple projects and deadlines
- Adaptable, patient, compassionate, and interested in issues pertaining to hospitality and local food industries, immigrant and refugee resettlement, non-profit and business development, adult education and workforce development
- Cultural sensitivity and ability to work with people from diverse backgrounds and at various English proficiency levels
- Knowledgeable of Sunhee's and its mission statement/business model
- Valid driver's license

Compensation:

- Salary commensurate with experience, starting at \$45k
- Educational reimbursements of accredited higher educational and professional programs
- Direct management experience and opportunity to work in social entrepreneurship and learn about issues pertaining to adult education and immigrants/refugees
- Shift meals and drinks provided on restaurant work days
- Downtown housing (optional as a part of salary)

Location(s):

Sunhee's Farm and Kitchen
95-97 Ferry Street
Troy, New York 12180

Sunhee's Community Place
173 4th Street
Troy, New York 12180

Business Hours:

Restaurant: Monday and Thursday, 11am to 3pm, 4:30pm to 9pm; Friday and Saturday 11am to 10pm

English Classes: Monday through Thursday, 3pm to 4:30pm

Commitment:

40 hours per week, with flexible scheduling

Application:

To apply, email your resume and cover letter to jinah@sunhees.com with "Education and Employment Program Coordinator Application" as your subject title.

Applications accepted on a rolling basis.

