



Chinese Mutual Aid Association: Assistant Manager of Education and Employment

Chinese Mutual Aid Association (CMAA) is seeking a full-time Assistant Manager of Education and Employment to provide administrative support to CMAA's adult education and employment programs. This Assistant Manager will assist in managing program staff at CMAA's Chicago and Elgin sites, coordinating efforts and oversight of eleven partner agencies' adult education programming, and developing and implementing streamlined processes for programmatic activities.

The ideal candidate will be detail-oriented and display a deep commitment to offering high-quality services to the immigrant community. He or she will be committed to getting results in a fast-paced environment and able to handle multiple projects independently. This position is an excellent opportunity to learn about and engage various ethnic and low-income communities, and to contribute to a forward-thinking team dedicated to building a sustainable Adult Education and Workforce Department.

About Chinese Mutual Aid Association

Chinese Mutual Aid Association is a fast-paced organization, dedicated to fostering the integration of the Pan-Asian immigrant and refugee community into U.S. culture. Established in 1981, CMAA has been a cornerstone of the Uptown community since then, providing programming for generations of low-income youth, adults, and senior citizens. The Adult Education and Workforce Department operates in both Chicago and Elgin, and provides English as a Second Language, Digital Literacy, Contextualized Healthcare Literacy, and Citizenship Education classes, and assists clients with transitioning into the workforce, through workshops and individualized counseling.

Job Responsibilities

The Assistant Manager of Education and Employment reports directly to the Manager of Civics and Community Integration and is responsible for the following:

- Collaborating with Executive Director, Department Manager, and staff to identify strategies for program development and growth, with a focus on capacity building and sustainable programming
- Overseeing reporting processes for adult education, citizenship education, adult volunteer literacy, and employment services and programs
- Providing support to and frequent communication with CMAA's eleven adult education partner agencies; conducting site visits at partner agencies in order to ensure high-quality programming; conducting program and fiscal audits of partner agencies in order to ensure compliance with funder requirements
- Conducting regular check-ins with program staff; works with Department Manager to conduct annual staff performance evaluations
- Observing internal control procedures and evaluating effectiveness; providing recommendations for improvements
- Advocating on behalf of adult education and employment clients; representing CMAA at community events, state-wide program meetings, and conferences
- Working with Department Manager to coordinate civic engagement activities, including voter registration, voter education, and Get Out the Vote efforts
- Other duties as assigned by supervisor

Key Competencies

We're seeking candidates who are passionate about working with immigrant communities, are strong communicators, and excel in relationship building. You should have:

- A demonstrated commitment to meeting a high bar and a strong interest in working with a limited English proficient population
- Experience managing multiple projects and a demonstrated ability to adhere to deadlines



- Proven ability to work both independently and as a team member, cooperating with and demonstrating cultural sensitivity to staff and constituents

Proficiency in a second language is a plus but not required. Previous supervisory experience and/or teaching experience is strongly preferred. Occasional evening and weekend hours are required for this position.

Candidates must have reliable transportation and provide their own car insurance. Though this position will be based in Chicago, occasional travel to Springfield and Bloomington-Normal for statewide meetings and conferences will be required as well as travel to CMAA's Elgin office on a quarterly basis.

How to Apply

Please send a cover letter, resume, and salary requirements to Alana Slezak, Manager of Civics and Community Integration, at alanas@chinesemutualaid.org **by August 31, 2018**.

Chinese Mutual Aid Association is an Equal Opportunity Employer.