



Associate Director Job Posting

Position Snapshot

Title: Associate Director

Type: Full-time Salary Exempt (1.0FTE - 40 hours perweek)

Schedule and Location:Flexible - Hybrid

Office Address: 650 East 4500 South, Suite 220 SaltLake City, UT 84107

Pay Range:Salary based on \$34-36/hr, depending on experience

Projected Start Date January 2, 2023

Applications will be reviewed beginning on November 4, 2022.

To apply, send a cover letter and resume via email to careers@eslcenter.org.

****Applications received elsewhere will not be considered. See DEI note below.**

Get to Know the ESLC

The English Skills Learning Center (ESLC) is a 501(c)3 charitable organization that has been serving Salt Lake County since 1988. Our mission is to integrate and strengthen communities by breaking language and cultural barriers.

All of our work centers on the concept of two-way mutual integration, which means that both English language learners AND fluent English speakers are responsible throughout the integration process. Fluent English speakers can learn with us by attending workshops, becoming a volunteer, or even participating in a community book club. For English language learners, the ESLC specializes in teaching English language and civics for adults with limited and interrupted formal education. We create a safe-space for everyone to learn and grow together in order to reach our vision of a community where all voices are celebrated.

Get to Know the Team

The ESLC team is a group of high-quality humans working together to make our community better. We are constantly seeking professional development opportunities and sharing knowledge with others on the team and externally, when possible, to ensure that our practices are research-based and effective. We lean on each other when needed and celebrate both victories and failures as we go. We are truly a family – but a family that respects boundaries, honors work-life balance, and supports you and your mental health any way we can. We are an organization that realizes the lines between work and life are sometimes blurry, so it should be noted that children, dogs, and cats are often present during virtual meetings.

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www.eslcenter.org
[@eslcenter.sl](https://twitter.com/eslcenter.sl)

Get to Know the Position

In this position, you will be overseeing program operations and staff. You will ensure that staff and students have access to high-quality resources they need to be successful in their positions and language learning journeys, respectively. This position works closely with the Executive Director to ensure that all policies, procedures, and grant requirements are being implemented successfully.

Your work would fall under the following major categories:

Educational Practices

- Oversee the formation and maintenance of an ESLC Instructional and Curriculum Development Philosophy
- Oversee quality of the educational programs, including curriculum development and internal as well as external professional development for staff
- Determine and monitor appropriate goals for each programs, in collaboration with Director Team
- Provide assistance in troubleshooting problems within programs
- Assist staff members with special projects as needed, including substitute teaching, testing, registration/intake, and leading volunteer training

Host Location Partnerships

- Oversee the formation and maintenance of partnerships with class host locations, in partnership with program coordinators
- Identify and form relationships with potential host partners, including successful execution of partnership agreements

Human Resources

- Guide and manage hiring, onboarding, and exit processes
- Execute payroll in coordination with the organization's payroll provider
- Providing human resources administration (health insurance, direct deposit, unemployment, workers comp, vacation, retirement)
- Identify new benefit opportunities based on staff feedback
- Maintain the employee handbook, ensuring both legal compliance and that it reflects organizational values and policies. Revise as necessary.
- Draft new/revised HR policies and procedures as needed
- Keep organization up-to-date on best HR practices, with constant eye towards DEI (diversity, equity and inclusion)
- Coordinate office gatherings, celebrations, and staff recognition

Communications

- Coordinates with the Director Team and staff to update and maintain the website and social media
- Coordinates with Director Team on the development of marketing and student recruitment strategies
- Partner with the Executive Director in the creation of the quarterly newsletter and annual report
- Represent the ESLC in place of the Executive Director, as needed

Qualifications

- Demonstrated experience in education, office administration, human resources, small business ownership, nonprofit management, or other related field
- Ability to motivate, mentor, and supervise staff
- Above average ability to communicate verbally and in writing with diverse individuals
- Experience working with low to moderate-income community groups
- Strong organizational and time-management skills
- Ability to work with limited supervision and to collaborate with a team
- Ability to maintain confidentiality of privileged information
- A desire to help people live with dignity and agency, regardless of their English language proficiency
- Proficiency in a language other than English preferred, but not required
- Experience with ADP is beneficial and will be preferred
- Proficiency in Microsoft Office (Word, Excel and PowerPoint) and GoogleSuite (GMail, Calendar, Chat, Docs, Sheets, Slides) is required

Please Note

A background check will be performed on the chosen candidate. This organization uses E-Verify.

What Can We Offer in Return for Your Hard Work

The position will be 1.0 FTE (40 hours/week) \$34-36/hr, depending on qualifications and experience. Flexible, hybrid schedule.

Vacation and sick days along with access to health insurance are available for full-time employees. Opportunities to participate in professional development available.

And last but not least, a spot on a team of really amazing people!

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Diversity, Equity, and Inclusion (DEI) Efforts

All names and gender markers are removed from applications before they are reviewed, which is why applications **MUST** be submitted by emailing careers@eslcenter.org.

We also recognize that potential applicants coming from historically marginalized groups tend to apply for jobs only if they meet 100% of the qualifications and experience listed. We encourage anyone who feels this job may be a good fit with their experience and interests to apply, regardless of being able to “check” every box listed above.