



## Program Administrator - Humanitarian Center Job Posting

### Position Snapshot

**Title:** HC Program Administrator

**Type:** Full-time Salary Exempt (1 FTE - 40 hours per week)

**Schedule:** 7:00am-3:30pm, M-F

**Location:** Humanitarian Center, 1665 Bennett Rd, Salt Lake City, UT 84104

**Pay Range:** Salaried based on \$22-25/hr, depending on experience

**Projected Start Date:** ASAP

**Applications will be reviewed on an ongoing basis until the position is filled.**

**To apply, send a cover letter and resume via email to [careers@eslcenter.org](mailto: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.

## Get to Know the Position

The ESLC is seeking a dedicated and detail-oriented Program Administrator to join our team. This full-time position plays a crucial role in the success of our programs by managing the intake and registration of new participants, ensuring compliance with grant reporting requirements, and collaborating with instructors and the program manager to track and document student progress.

## Key Responsibilities

- **Participant Intake and Registration**
  - Conduct intake interviews to assess participant needs and goals.
  - Collect and verify all required documentation for program enrollment.
  - Manage participant records and ensure compliance with grant reporting requirements.
- **Record Keeping and Collaboration**
  - Maintain detailed records of participant goals and achievements in collaboration with instructors and the program manager.
  - Collaborate with instructors to track student progress and address individual learning needs.
  - Assist in the preparation of student progress reports and evaluations.
- **Administrative Support**
  - Assist the program manager with day-to-day administrative tasks as needed.
  - Provide support in organizing events, workshops, and program-related activities.
  - Maintain effective communication with program staff and participants.
- **Grant Reporting and Updates**
  - Collaborate with the program manager to compile information and complete grant reports.
  - Assist in the preparation of updates and documentation required for grant compliance.
  - Ensure accurate and timely submission of all required reports.

## Qualifications

- Demonstrated experience, preferably in office or program administration
- Exceptional interpersonal skills with the ability to interact effectively with individuals from diverse cultural and professional backgrounds.
- Strong organizational and time-management skills, with the ability to handle multiple tasks and meet deadlines.
- Proficiency in using technology and educational software for language instruction and program management (e.g., Google Suite, LACES LiteracyPro, UTopia)
- 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 is preferred, but not required
- Familiarity with grant reporting processes is a plus

## **Please Note**

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

## **Compensation**

The position will be 1.0 FTE (40 hours/week), salary range based on \$22-25/hr, depending on education and experience.

Vacation and sick days along with access to health insurance are available for full-time employees. In addition to personal leave, the office is closed for nine (9) paid holidays and for the week between Christmas Eve and New Year's Day. Opportunities to participate in professional development are also available.

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

**To apply, send a cover letter and resume via email to [careers@eslcenter.org](mailto:careers@eslcenter.org).**

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

## **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](mailto: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.