

JOB DESCRIPTION – ESOL ADMINISTRATIVE ASSISTANT
VIENNA PRESBYTERIAN CHURCH

ADMINISTRATIVE

POSITION TITLE: ESOL Administrative Assistant
CLASSIFICATION: Non-exempt, Part-time (20 hours)
REPORTS TO: ESOL Manager
DIRECT REPORTS: None

COMMITTEE, BOARD AND OTHER RELATED MEMBERSHIPS: NONE

SUMMARY OF THE POSITION

The ESOL Administrative Assistant provides communications, organizational, and strategic support to the ESOL Program. The Administrative Assistant supports the Vision and Goals of the VPC ESOL Program. This position also facilitates communication between the ESOL program and the VPC administrative community.

****Important Note:** Until March of 2020, VPC’s ESOL classes were held in-person at the church. Since then, the program has continued on Zoom due to COVID concerns and will remain on Zoom through the 2022 fall semester. We have not yet determined our format for the 2023 spring semester, so this position must be able to support either eventuality.*

MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

In-Person or Zoom

- Partner and collaborate with the ESOL Manager on planning and strategy.
- Enter and maintain ESOL student information in Realm, including notes.
- Enter and maintain ESOL class events in Realm.
- Maintain current rosters, enrollment and attendance records.
- Document ESOL student and teacher calendars.
- Lead capture of teacher recommendations and produce student certificates.
- Assist with student registration.
- Update teacher resource website (ESOL@VPC) with program and other information.
- Participate on the ESOL Leadership Team as needed.

- Order supplies needed for the program.
- Keep a current inventory of supplies, books, and materials.
- Prepare materials for special events, minor holidays and summer study.
- Assist with Teacher Orientation, training and recognition.
- Lead Marketing effort to include posting website information on VPC and elsewhere, leading the Marketing Team of volunteers, and maintaining statistics.
- Provide communications with teachers and students as needed.
- Assist in volunteer recruitment and management, including posting ads and event sign-ups
- Secure and manage Administrative volunteers as needed
- Assist in providing a supportive environment for teachers and volunteers.
- Attend all VPC staff meetings.
- Routine office tasks as needed.
- Keep organizational, communications, and computer skills up to date.

Zoom Only

- Enter individual student book orders.
- Assist with training teachers and trouble-shooting technical issues.
- Update Zoom meetings for each class.

In-Person Only

- Provide printed materials for ESOL Teachers and Manager.
- Oversee the assembling of student registration folders as needed.
- Order refreshment food and supplies.
- Set up and clean up refreshments to provide a welcoming environment for students
- Maintain ESOL Resource Room so that teaching materials and ESOL supplies are easily accessible.
- Coordinate with VPC Child Care.
- Coordinate with VPC Facilities for space and events.
- Assist with in-person event planning and management.

QUALIFICATIONS

- Affirm the values, vision, and mission of VPC and is willing to be guided by them.
- A Christian currently walking with Jesus in their faith journey
- Bachelor's degree or equivalent experience.
- Excellent typing and writing skills
- Excellent organizational and communication skills.
- An ability to multi-task.
- Computer knowledge and skills including MS Office Suite and willingness to learn Zoom and Google applications as needed.

- Working knowledge of various office machines
- Office hours are determined by VPC's ESOL Manager and may include tele-working hours, normal office hours and evening hours.

WORKING CONDITIONS

The working conditions of the Generosity and Development Manager are those of a normal office environment; the physical demands are those necessary to successfully perform the major tasks, duties, responsibilities and essential functions of the position as outlined in the previous paragraphs. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.