

# Adult Education Instructor & Case Manager

Full-Time | Salaried



Jobs • Housing • Hope

## About Project Place

Since 1967, Project Place has been a resource for individuals who are experiencing homelessness in Boston. Through innovative programming, including social enterprises, we facilitate the successful transition of individuals to economic self-sufficiency. Comprehensive programming consists of classroom instruction, on-the-job training, case management services, housing and job placement, credential training, retention, and employment services.

Our office is in the South End of Boston, conveniently located less than a mile from the MBTA Orange subway line and Red subway line. The MBTA Silver Line bus also stops directly in front of our building.

Please visit our website at [www.projectplace.org](http://www.projectplace.org) for more information about our organization.

## About This Job

*Job Title:* Adult Education Instructor & Case Manager

*Reports to:* Director of Education

### *Responsibilities:*

Under the supervision of the Director of Education, the Adult Education Instructor & Case Manager will lead classroom-based training for job readiness and industry credentialing. Strong computer literacy and technology skills are needed, including knowledge of Microsoft Office (particularly Excel and PowerPoint) and Google applications. The Adult Education Instructor & Case Manager will also provide case management services to assigned caseload.

Specific responsibilities of the Adult Education Instructor & Case Manager include:

- Recruiting and screening clients for class and program fit
- Developing curriculum in conjunction with the Director of Education to meet employment, training, and program goals
- Creating lesson plans based on students' needs and conducting classes
- Assessing the skill and education levels of clients through self-directed tools and various standardized tests

- Developing and maintaining resources in the community that will benefit clients
- Completing an Individual Development Plan (IDP) with each client on caseload and reviewing goals and progress regularly
- Working effectively as a team member
- Working in collaboration with outside agencies who partner with Project Place
- Providing computer instruction that will include resume development and Internet job-search strategies
- Having strong familiarity with community organizations that offer education resources and community colleges
- Providing job-placement assistance
- Entering client data into the computer tracking system
- Other tasks as assigned by the Executive Director or designee.

*Qualifications:*

- Bachelor's degree or equivalent work experience
- One or more years of teaching experience and strong classroom management skills required
- Self-starter with a capacity to work independently and as a member of a dynamic team
- Strong teaching and communication skills
- Proficiency with computers and email
- Ability to respond flexibly in a fast-paced, evolving environment
- Deep commitment to the agency's mission
- Familiarity with the barriers associated with individuals experiencing homelessness, returning to the community from incarceration, and experiencing substance use disorders.

*Location:* Work will be performed primarily in person at our office.

*Schedule:* Monday through Friday, 40 hours a week, typically from 9:00 AM to 5:00 PM.

## **Compensation & Benefits**

The salary for this position is \$45,000 per year. Our benefits include:

- 3 weeks of vacation in the first year; 4 weeks of vacation every year thereafter
- 10 sick days and 3 personal days annually
- 13 holidays and 1 floating holiday
- Medical insurance, dental insurance, and life/long-term disability insurance
- 401(k) plan and 401(k) match.

## **How to Apply**

Please submit both a cover letter and resume to Victoria Patlajan, Director of Education, at [vpatlajan@projectplace.org](mailto:vpatlajan@projectplace.org). No phone-call inquiries or in-person applications, please.

## **Equal Employment Opportunity & Affirmative Action Policy**

It is the policy of Project Place to provide equal employment opportunities without regard to race, color, religion, sex, national origin or ancestry, age, disability, military or veteran status, sexual orientation, gender identity or expression (including transgender), genetic information or any other protected characteristic under applicable law (“protected class status”).

Project Place also will take affirmative action as called for by applicable laws and Executive Orders to ensure that diverse individuals, including qualified individuals with a disability, are introduced into the Agency’s workforce and considered for promotional opportunities.