



# Hiring a Full-Time Training Programs Coordinator!

Position starts Winter 2021

Excellent salary, pension, and benefits,  
including 5 weeks off in the summer!

## Who we are:

The Community Learning Center (CLC) empowers a diverse community of adult learners to transform their lives and realize their potential through education, skills development, and community participation. Students are predominantly low-income Cambridge residents, come from a variety of ethnic, linguistic, and racial backgrounds, and are currently enrolled in English or Adult Basic Education or training. [Watch this video to learn more about us!](#)

## We are looking for a Training Programs Coordinator who will...

- Effectively plan and manage industry-focused training programs/career pathways (CNA, IT, Transitions)
- Dynamically teach a job readiness class and provide career advising and job placements to students
- Collaborate with community partners on industry-focused initiatives and programming
- Develop positive relationships with and motivate a diverse group of students to achieve their educational and career goals
- Build and foster employer relationships to support various career pathways

## The ideal candidate has many, though perhaps not all, of the following:

- Familiarity with postsecondary education, training programs and community resources
- Background in advising a diverse population in Adult Education Programs
- A passion for collaboration, problem-solving, and learning new things
- Experience in developing effective outreach strategies to reach underserved communities
- Skilled in and/or willingness to work on issues concerning racial equity
- A Bachelor's degree or equivalent experience

## This is a Full-Time position with excellent benefits!

- Full-time (37.5 hours/week) position paid at \$31.63 p/hr.
- 5 weeks off in the summer, plus additional vacation and other benefitted time, including 14 city holidays
- Full benefits: health insurance, dental insurance, vision reimbursement, generous public transportation subsidies, tuition reimbursement, 457 retirement savings plan, a pension, and more!

## Interested but not sure if you are right for the job?

Please reach out to Bayyinah ([bpandolfo@cambridgema.gov](mailto:bpandolfo@cambridgema.gov)) or Roselys ([resteve@cambridgema.gov](mailto:resteve@cambridgema.gov)).

## Join Our Team:

Please submit your resume and letter of interest via email to: [employment@cambridgema.gov](mailto:employment@cambridgema.gov), Bayyinah Pandolfo ([bpandolfo@cambridgema.gov](mailto:bpandolfo@cambridgema.gov)) **and** Roselys Esteve ([resteve@cambridgema.gov](mailto:resteve@cambridgema.gov)).



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