

Program Coordinator -Adult Community Learning Center
(Part- Time)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263229>

Downloaded On: Oct. 1, 2025 8:12pm

Posted Oct. 1, 2025, set to expire Oct. 19, 2025

Job Title	Program Coordinator -Adult Community Learning Center (Part- Time)
Department	Adult Basic Education
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Oct. 1, 2025
Application Deadline	10/19/2025
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services
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Job Description

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Program Coordinator -Adult Community Learning Center (Part- Time)

Category: Part Time Non-Benefitted

Department: Adult Basic Education

Locations: Worcester, MA

Posted:

Closes: 10/19/2025

Type: Part Time

Position ID: 193135

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General Statement

The Program Coordinator is a member of a team of professionals involved in the development, implementation, and coordination of the mission and vision of Quinsigamond Community College's Adult Community Learning Center. The Program Coordinator is primarily responsible for overseeing the day-to-day program operation, providing onsite guidance and administrative support to staff and students.[CK1] The program consists of in person, remote, and distance learning classes. The coordinator directly supervises ESOL Instructors and GED/HiSET Instructors. This is a part-time (PT), Program Coordinator position; the position is funded through a grant from the Massachusetts Department of Elementary and Secondary Education (DESE).

Supervision Received:

The Program Coordinator reports directly to the Director of the Adult Community Learning Center.

Supervision Exercised:

The Program Coordinator directly supervises part-time ESOL & GED/HiSET instructors.

Duties and Responsibilities:

- Directs, supervises, implements, monitors, and manages all aspects of the programming of the Adult Community Learning Center at QCC.
- Hires, on-boards, supervises, and evaluates all Instructors.
- Oversees and actively supports the ESOL Distance Learning program and/or the GED/HiSET Distance Learning program.
- Actively plans, coordinates, and leads the educator effectiveness and professional standards for instructors.
- Communicates program policies and procedures to staff to ensure they are executed efficiently and effectively.
- Actively plans, coordinates, and leads all staff common planning and instructor meetings.
- Attends professional development trainings that connect directly to program needs and communicates this information to staff.
- Actively participates in Leadership Team meetings.
- Assists Director in planning and coordinating program events.
- Supports staff and students in accessing and using educational software (e.g., Aztec Software, Official HSE practice tests, Blackboard Ultra, etc.).
- Actively support the teaching and learning process; practicing honesty and integrity in and out of

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the classroom; strive to create and support a student-centered environment while fostering academic innovation and excellence.

- Remains current in knowledge of best practices, ACLS Policies and Indicators of Program Quality (IPQ's) in Adult Education.
- Ensures that Adult Learning Theory best practices are followed and remains current in knowledge of resources available to adult learners.
- Remains current in the Worcester area job market, as well as current job market trends. Knowledge of community-based resources for employment and training resources.
- Work actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respect the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Embrace the ideals of diversity and inclusiveness and support the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Provide flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assess processes and procedures and revise accordingly.
- Perform other duties as assigned.

Job Requirements:

Minimum Qualifications:

- Bachelor's Degree and three (3) years' teaching experience in K-12, institute of higher education and/or adult education.
- Previous supervisory experience.
- Experience and skill using industry-standard computer applications, such as Microsoft Office (e.g., Word, Excel, PowerPoint, Outlook, etc.); proficiency, familiarity, and comfort with computers
- Strong written and oral communication skills
- Excellent organizational and problem-solving skills
- Experience working with adults from diverse ethnic, racial, and linguistic groups in an adult education environment
- Demonstrated experience working collaboratively and harmoniously with a team of professionals
- Ability to work efficiently and effectively in a fast-paced working environment

Preferred Qualifications:

- Master's Degree

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- Bilingual
- Supervisory experience in an Adult Education program
- Experience working in a Public Adult Education program
- Knowledge of Public Adult Education policies, assessments, and the state database (LACES)

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=193135>

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

Adult Basic Education
Quinsigamond Community College

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