

Job Opportunity: ESL Program Manager at the Dominican Learning Center, Columbus, Ohio

Are you looking for a way to make a difference? The Dominican Learning Center, a ministry of the Dominican Sisters of Peace, is seeking qualified candidates to manage its English as a Second Language (ESL) program and support other activities sponsored by the center. The Dominican Learning Center is dedicated to serving adult learners seeking to improve their basic academic skills, receive a GED diploma, or learn the English language. Supported by devoted volunteer tutors, the center's learners seek to improve their lives, move ahead in their jobs, become more active in their communities, or attain American citizenship.

Role: As the ESL Program Manager, you will be responsible for overseeing the program, including maintaining records, recruiting and supporting tutors and learners, selecting coursework, and implementing learning solutions to help learners achieve their goals. This is a full-time position with some evening and weekend hours needed to meet the needs of the learners and tutors.

Qualifications:

- A bachelor's degree in education, reading/literacy, adult education, human services, social work, or a related field;
- 3-5 years' experience in teaching, education administration, adult education, or a related field is preferred;
- Previous program management experience is desired;
- Bilingual in English/Spanish and knowledge of the Catholic faith will be considered assets.

Mission-driven individuals who want to make a meaningful impact on the lives of adult learners are encouraged to apply. For a comprehensive job description, please visit our [website](#). Send your resume and references to the Dominican Sisters of Peace, Attention: Jennifer Dixon, at 2320 Airport Drive, Columbus, OH, 43219, or via email to jennifer.dixon@oppeace.org.

We eagerly anticipate welcoming a team member who aligns with the center's unwavering commitment to changing lives through learning.