



## Position Details

**Job Title:** Academy Education Coordinator

**Reports to:** Director of the Academy

**Status:** Full time, Non-exempt

**Pay Rate:** \$15.00 per hour

### **Job Description:**

The Academy Education Coordinator oversees all programs related to education including GED, literacy, tutoring, and Fresno City College courses. This includes assessing Academy men who have been identified as needing GED or literacy and obtaining educational materials for tutors to work with their students. When students are ready to take their GED tests, the Education Coordinator will sign them up to take their practice test and, when they pass, sign them up for their official test. The job also includes being a Fresno County Public Library Liaison reviewing and ordering textbooks. This person is also a liaison for Fresno City College, since our GED course is an FCC class, and oversees FCC courses being taught at the Fresno Mission.

### **Who you are:**

- Someone that helps men with self-esteem and self-confidence.
- Serves and assists students to advance their education that will enable them to reach their God-given potential.
- A gatherer of resources and volunteers that opens doors of possibilities.

### **What you'll do (just the basics):**

- Oversee 3 two-hour GED classes per week and one hour literacy per week assigning tutors to men that need the most help.
- Conduct tutoring session for individuals and small groups preparing for GED tests.
- Schedule GED practice and official tests for students.
- As a liaison for Fresno County Library, review GED textbook selection and order textbooks.
- Assist Fresno City College with enrollment Of Academy men, report names of Academy men, GED tests passed.
- Oversee Fresno City College courses being taught at the Mission.
- Assist with administrative tasks and oversee new men that are in the Welcome Phase.

### **Bonus Points:**

- You are able to drink lots of coffee and eat quality food as a family.
- You are a positive, encouraging, upbeat, reassuring, inspiring optimist! Yeah!
- You want to be a part of changing someone's future for the better.

**Requirements:**

A mature walk with Jesus Christ and able to articulate Biblical beliefs and their application within the context of the Fresno Mission. All employees of Fresno Mission are an integral part of the outreach ministry of a non-denominational, evangelical ministry sharing the gospel of Jesus Christ through transformational programs that provide food, shelter, clothing, education, job training and renewal of families to the poor and addicted. All employees are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, Bible Studies and prayer times. Due to the nature of these types of ministries, it is an absolute necessity that each employee possesses and maintain a Christian testimony of their faith and experience in Jesus. Must be in agreement with the Statement of Faith of the Fresno Mission.

**Application Process:**

Individuals interested in being considered for this position should email the following documents:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume.
3. The names, email addresses, and phone number of three references.

**Please email all documents to [HR@fresnomission.org](mailto:HR@fresnomission.org)**

No phone calls