



english for **NEW BOSTONIANS**

July 2022 Business Partnerships Manager Job Description

Join English for New Bostonians as the Business Partnerships Manager and help provide a pathway for advancement for immigrant workers and managers.

English for New Bostonians (ENB) creates opportunities for immigrants to learn English and pursue their educational, economic and civic aspirations. ENB's strategy includes investment, innovation, leadership and advocacy. We support ESOL programs and lead the statewide English Works Campaign uniting employers, community leaders, students, unions, and educators in the call for greater investment in English language learning programs. Each year, ENB programs provide a gateway for more than 1000 immigrants to fully participate in economic and civic life.

The **Business Partnerships Manager** will take the lead in launching and managing state-funded English language learning programs for immigrant workers in Greater Boston businesses. Designed with a dual focus, the program addresses the needs of frontline workers and managers with limited English skills, and the businesses that employ them. This position is a great opportunity for someone eager to work within an evolving model, ensuring that English for New Bostonians, our partner businesses, and the employee learners each reach our shared and individual goals.

The Commonwealth of Massachusetts in 1999 launched a Workforce Training Fund Program that, among other options for training, provides funds for businesses with significant numbers of limited English language workers to establish English classes for their workforce. ENB's initiative assists businesses in learning about this program, assessing the need for English language learning within their employee base, and applying for funding to launch English classes onsite, in their workplaces. The program is an excellent opportunity for new immigrants to learn English at their place of work, through classes designed within ENB's rigorous standards and taught by ENB designated teachers. We call this program our "Workplace ESOL" initiative.

This position is full-time and is contract-funded.

Overall Responsibilities

The Business Partnerships Manager must confidently wear many hats. These include acting as a liaison to ENB's partner businesses, bringing them from inquiry to operational English learning site. In addition, the Manager must coordinate the multiple steps of a state grant process, executing the "English Workplace Needs Assessment" which then forms the basis of a grant application to the state. When a business site is approved for state funding, the Manager will then coordinate all aspects of identifying ESOL teachers, facilitating the development of an appropriate curriculum with the

teachers, and managing scheduling with the business to offer classes in a timely manner. Finally, the Manager will ensure that each class is evaluated so that ENB, its business partners, and its state funders can evolve and improve the program over time to best serve workplaces and learners.

Specific responsibilities will include the following:

- Coordinate English Workplace Needs Assessments for new employers.
- Collaborate with new employer partners to gather all required information and draft an application to the Commonwealth of Massachusetts' Workforce Training Fund Program for funding for the onsite ESOL classes.
- Offer targeted technical assistance to workplace ESOL partnerships.
- Ensure all outcome requirements are met.
- Build and maintain project momentum, including through regular planning and evaluation team meetings. Help identify lessons learned.
- Maintain regular, productive communication with employer partners, including assisting them with grant reporting and compliance.
- Manage a group of 2-4 workplace ESOL teachers. The number of teachers contracted by ENB varies, depending on the number of workplace ESOL programs.
- Collaborate with ENB's experts in ESOL teaching and program development, ensuring that teachers in the Workplace ESOL program receive pedagogical support and each program meets ENB's highest standards.
- Coordinate evaluation of students' English language levels and progress.
- Collect data from students, company managers, and others, via surveys and in-depth interviews, to show the impact of the workplace ESOL programs.
- Maintain program records including curriculum documentation and team meetings notes.
- Develop project outreach and promotional materials.
- Troubleshoot (e.g. schedules, logistics).
- Participate in ENB planning and staff meetings.
- Prepare relevant information for ENB website and bulletins.
- Represent ENB at relevant forums, conferences, etc.
- Perform other duties as assigned or as needed.

Qualifications

- Strong organizational and project management skills.
- Prior experience in business development, workplace training, or workforce development initiatives is highly preferred.
- Experience within an ESOL program and/or business training program, including management or supervision experience is ideal.
- Willingness to represent ENB's larger mission with our business partners while meeting the needs of busy workplaces is critical.

- Clear and compelling verbal and written communication skills that reach a variety of audiences.
- A willingness and ability to juggle! From meeting deadlines to responding to both last-minute issues and multiple long-term projects.
- Demonstrated ability to work as part of a team and in culturally diverse environment.
- Bilingual/bicultural preferred.
- Access to a car preferred.
- The enthusiasm and willingness to contribute to an energetic environment where every position is valued and every team member pitches in and supports one another, particularly when deadlines or other pressures require that.

This is a full-time, hybrid position, with a mix of in-person and remote work days required. Proof of completed course of Covid-19 vaccination and booster is required.

Salary and Benefits

In addition to the satisfaction of elevating the important contributions that immigrants make to Boston and our nation's success, the successful applicant can anticipate a salary range of \$60,000 – 65,000, friendly colleagues, a flexible work environment, and the following benefits:

- Excellent health and dental benefits.
- 403(b) retirement plan, with additional contribution by ENB after two years.
- Generous paid time off package including annual office closure Christmas – New Year's.

To Apply

We will start reviewing applications as received with preference for applications received by July 27.

Submit your resume and a thoughtful cover letter detailing your experience and motivation for serving immigrants in their journey to educational and economic success through this position saved as a PDF. Title your resume with YOUR LAST NAME and your cover letter with YOUR FULL NAME, and email them to info@englishfornewbostonians.org

English for New Bostonians is an Equal Opportunity Employer and is committed to ensuring our staff and board reflect the racial, ethnic and linguistic diversity and lived experiences of the immigrants and others we are privileged to serve. People of color are highly encouraged to apply.