

The Bhutanese Community Association of Pittsburgh (BCAP) is seeking to hire a part-time **Education Coordinator**.

This is a 20 hour/week position at \$18 per hour.

The Education Coordinator's duties and responsibilities include outreach to school districts and school principals and working closely with teachers serving children from Bhutanese and Burmese communities, as well as families from other immigrant and refugee communities in Pittsburgh/Allegheny County and surrounding counties. The Education Coordinator will design and plan programs for children and parents, raising the educational standards of the children and parents' participation in the process.

The Education Coordinator will support BCAP staff in the organization and communication of confidential and time-sensitive material, and be familiar with BCAP's operating practices and procedures. The ability to effectively communicate via phone and email, ensuring that all duties are completed accurately and in a timely manner is essential. The Education Coordinator will report to the Executive Director of BCAP.

Job Responsibilities:

- Outreach to educational institutions.
- Answer and direct phone calls, reply to emails, and attend in-person inquiries.
- Produce and distribute correspondence, including memos, letters, faxes and forms.
- Assist in the preparation of regularly-scheduled reports.
- Develop and maintain computer and manual filing systems.
- Provide general support to visitors.
- Provide information by answering questions and requests.
- Write letters and emails on behalf of other office staff.
- Handle sensitive information in a confidential manner.
- Coordinate office procedures.
- Represent BCAP at partnership meetings.
- Chaperone children to neighborhood events in and around Pittsburgh.

Requirements:

- English and Nepali proficiency in both spoken and written forms.
- Able to develop curriculum for after-school program for school students as well as for adults needing ESL and computer literacy classes.
- Able to recruit and supervise volunteers.
- Ability to create and maintain case files.
- Knowledge of office management systems and procedures.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail, strong organizational and planning skills.
- Proficient in MS Office Word, Excel, Power Point and good skills in developing infographics.
- High school diploma or equivalent; college degree with education (teaching degree) preferred.
- Willingness to work weekends and off hours when needed.
- Past or current volunteer experience with BCAP is valued.

- *Note: BCAP is an equal opportunity employer.*
- *This position is made possible with funding from The Heinz Endowments.*

Please submit a current resume and a letter of interest directly to Executive Director at ktimsina@bcap.us as soon as possible.