



Sin Barreras

Organization: Sin Barreras/Without Barriers, Inc.

Location: Charlottesville, VA

Position: Part-Time Education Coordinator

Position Type: On-site | 3-9pm | Monday - Thursday

About Sin Barreras / Without Barriers, Inc.

Sin Barreras is a Charlottesville nonprofit that empowers immigrant families through education, immigration services, resources, and advocacy. We offer adult English and literacy classes, driver's test prep, digital skills, referrals, and BIA-represented legal support. Our team is bilingual and culturally responsive, and we partner with local organizations to reduce barriers and expand opportunity for Latino and immigrant communities.

Position Summary

We are seeking a dedicated and enthusiastic **Part-Time Education Coordinator** to play a vital role in the success of our educational programs. This position requires a blend of teaching, coordination, and direct student support, focusing on maintaining high educational standards and ensuring our students have the resources they need to thrive.

Key Responsibilities:

Instruction and Program Oversight

- Plan and instruct 1 to 3 classes in Spanish per week as needed and serve as a substitute teacher for volunteer tutors
- Conduct weekly or bi-weekly classroom visits to observe classes, ensure curriculum fidelity, and offer constructive feedback and support to volunteer instructors.
- Train and oversee a team of volunteer tutors, ensuring they are well-prepared and effectively supporting student learning.
- Assist in organizing, preparing, and distributing instructional and support materials for classes and tutors.
- Regularly update SB staff on all education activities, including class progress, tutor performance, student concerns, and program metrics.
- Ensure accurate and timely entry of student attendance, progress reports, and tutoring logs into the program database.

Student Engagement and Support

- Maintain regular contact with registered students through text messages, phone calls, or email to check on their progress, attendance, and overall well-being.
- Proactively update students on internal organization resources, events, and relevant local community resources (e.g., housing, employment, food assistance).

- Assist with the student registration process during designated registration weeks each semester, including intake and orientation.
- Coordinate and execute an end-of-semester celebration or recognition event for students and volunteers to acknowledge their achievements.

Qualifications:

- Bilingual in English and Spanish.
- Some teaching experience necessary
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Knowledge of issues or barriers faced by the immigrant community.
- Ability to work both independently and as part of a team.
- Proficiency in using office software (e.g., Microsoft Office, Google Suite).
- Patience, care and compassion for working with immigrants.
- Ability to work in a changing environment with an evolving organization.
- Passion for the cause of all human rights.

Salary

The salary will be between \$20 and \$23 per hour, depending on the candidate's qualifications and experience.

How to Apply:

If interested, please email your resume to hiring@sinbarrerascville.org for consideration. For more information, email us, call (434) 531-0104, or visit us at www.sinbarrerascville.org.