TITLE: Coordinator of Curriculum
REPORTS TO: Executive Director, Welcome Center
SUMMARY: Oversees the curriculum development of English and Citizenship classes; supports the volunteer teachers of those classes

ESSENTIAL FUNCTIONS:

- Commits to the Mission/Vision of the Sisters of Saint Joseph
- Advocates for immigrant rights
- Oversees and evaluates placement testing and registration for students
- Creates the class schedule, class assignments, and book assignments for both students and volunteer teachers
- Structures modern curriculum for both English and Citizenship classes to be taught in-person and virtually
- Researches and orders new books, resources, websites, subscriptions, etc. for volunteer teachers to access
- Serves as primary support for volunteer teachers; organizes Orientations, regular check-ins, and feedback surveys throughout the year
- Organizes differentiated PD for volunteer teachers: in-person and virtual, new and returning
- Interfaces with similarly missioned agencies to strengthen curriculum and resources
- Solicits and maintains contributions from volunteer teachers to the shared Google Drive
- Oversees teacher input of student attendance to MyAttendance website
- Vets prospective teacher volunteers with Executive Director
- Fosters community and growth mindset among volunteer teachers related to charism
- Leads “teacher circle” conversation planning group
- Communicates Welcome Center events and outreach opportunities to volunteer teachers

COLLABORATING TEAMMATES AT THE WELCOME CENTER:

- Executive Assistant: responds to student concerns communicated by volunteer teachers
- Coordinator of Immigrant Services: assists with Citizenship class resources/understanding of naturalization process
- Coordinator of Technology: organizes virtual classes

EDUCATION: BA/BS in Education, Administration, a related field, or comparable experience

EXPERIENCE REQUIREMENTS:

- Teaching
- Curriculum development
- Coordination of professional development and/or coaching of teachers

SKILL REQUIREMENTS:

- Organization of multiple systems
- Interpersonal/relationship building
- Self-motivated and self-directed research of resources
- Flexible mindset working with people of diverse backgrounds and capacities

OTHER DESIRED QUALIFICATIONS:

- ESL credentials
- Teaching adult learners
- Online teaching
- Administrative experience
- Coordination of volunteers

Qualified, interested candidates should send cover letter and current resume to Pat Harrington, HR Director, at pharrington@ssjphila.org by Friday, June 12, 2026.

The Convent of the Sisters of Saint Joseph is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.