

# Mayor's Office of New Bostonians

Boston City Hall

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[www.cityofboston.gov/newbostonians](http://www.cityofboston.gov/newbostonians)

To: Colleagues, Friends, Community Based Organizations and Constituents

From: Rev. Cheng Imm Tan, Director

Date: July 10, 2006

Subject: JobAnnouncements

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## **United South End Settlements seeks: GED and Pre-GED Math Teacher for July (Boston)**

**Math teacher - 35 hours weekly - for Adult Basic Education Program running four days (Mon-Thurs) and two evenings (Tues & Thurs) per week for the month of July. Must be available for day and evening hours. Program is conveniently located at the Mass Ave. stop on the Orange Line T. Applicants must have bachelors degree and previous math teaching experience, preferably with adults and in a DOE-funded program. Possibility for permanent position. Email resume as soon as possible to: [lbeatman@uses.org](mailto:lbeatman@uses.org) or fax Attn: Lisa Beatman at 617-236-0162.**

**Lisa Beatman**

**Manager of Adult Basic Education**

**United South End Settlements**

**566 Columbus Avenue**

**Boston, MA 02118-1195**

**Tel. 617.375.8120 Fax 617.236.0162**

**[lbeatman@uses.org](mailto:lbeatman@uses.org)**

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**Boston Public Schools is looking for an *Adult Education Coordinator* for the Family Literacy Program in Dorchester.**

**Please go to <http://boston.k12.ma.us/> and see job posting #14180 for a job description and to apply on-line.**

**Contact Gloria Adomkaitis, current coordinator, with questions at 617-635-9300.**

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**“Health & Human Services Management Certificate Program” in collaboration with Suffolk University. The program is scheduled to start on September 21<sup>st</sup>. and**

the deadline for application is August 1<sup>st</sup> . Please forward the link below to anyone you think may be interested in the program.

For more information and an application, please click on the following link:  
[http://www.ccab.org/HMSC\\_HHSM\\_Application.pdf](http://www.ccab.org/HMSC_HHSM_Application.pdf)

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New Boston Adult Literacy Initiative web site - [www.bostonadulthoodliteracy.org](http://www.bostonadulthoodliteracy.org) . The Adult Literacy Initiative (ALI) consists of Boston adult education providers that work with neighborhood adult education and literacy coalitions and other stakeholders to provide a comprehensive system of adult education services. ALI members receive funding from the Massachusetts Department of Education and the city of Boston.

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Project Hope Adult Learner Program    Position:    ABE Teacher  
Status :    Part time  
Hours :    25hrs/wk @ 52 wks  
Benefits :    yes

Resumes:    Interested candidates please send resumes by July 7, 2006 to  
*Patricia Hembrough, Program Director*

MAIL :	FAX :	EMAIL:
Project Hope 45 Magnolia Street Dorchester, MA 02125	617-442-1356	phembrough@prohope.org

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The Massachusetts Health Council is seeking a Project Manager, 9 hours per week, 9:00 am – 12:00 noon, days/week with additional hours possible as budget allows. Computer skills essential, great phone etiquette, strong writing abilities, attention to detail, ability to manage multiple tasks and prioritize, and excellent communication skills.

Massachusetts Health Council  
73 Oak Street – 1<sup>st</sup> floor  
Newton, MA 02464  
[www.mahealthcouncil.org](http://www.mahealthcouncil.org)

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Centro Latino de Chelsea has an opening for a part-time ESOL teacher. The class is part of a MA DOE funded program and is ongoing. It is a level 1(spl 0-2) class and is held on Monday and Wednesday mornings from 9:00 a.m. to 12:00 p.m. The position would start on August 2, 2006. Minimum requirements: Bachelor's Degree in Education or related field and 3+ years of demonstrated experience teaching adult students. MA.Teachers license and/or ABE certification a plus. Must have strong interpersonal communication and English language skills. Compensation: \$21.85 / hour (+3:1 prep. time, paid monthly meetings and professional development time).

Other teaching positions soon to be available in Centro's Workforce Development program. Also needed are substitute teachers available on an on-call basis.

Send cover letter and resume to:

G. Rita Falzarano, ABE Program Site Director

Centro Latino de Chelsea  
267 Broadway  
Chelsea, MA 02150  
Via email: [rfalzarano@centrolatino.org](mailto:rfalzarano@centrolatino.org) or fax 617-884-4646

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**PROGRAM OFFICER - Research & Evaluation**

The Robert Wood Johnson Foundation, a nationally recognized philanthropic organization specializing in the health care needs of all Americans, is currently seeking a Program Officer to work in Research and Evaluation (R&E). If you are interested please email me your resume.

Debra Joy Pérez, PhD  
Program Officer  
Research & Evaluation  
The Robert Wood Johnson Foundation  
One College Road East  
Princeton, NJ 08543  
609 627 5966 (t) 609 514 5491 (f) [dperez@rwjf.org](mailto:dperez@rwjf.org)

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**Administrative Assistant**

The Boston Adult Literacy Fund raises private funding and public awareness to meet the literacy needs of thousands of Boston adults and families. The Assistant must be creative, self-directed, and have excellent time management skills. The Assistant will be responsible for most of the day-to-day responsibilities of the organization and will have her/his own sphere of activities. BALF is a dynamic organization; every week brings new possibilities that often evolve into exciting projects. The Assistant will have the opportunity to work closely with the adult literacy and donor communities.

**Please respond to:**

Joanne Appleton Arnaud  
Executive Director  
Boston Adult Literacy Fund  
One Milk Street  
Boston, MA 02109