

Position Title: ELL Coordinator

Reports to: Local and Global Mission Director

Effective Date: March 1, 2026

Status: Part-Time (10 Hours per week)

Position Summary:

The ELL Coordinator oversees the planning, coordination, and management of a free, one-night-per-week English language program serving immigrant and multilingual adults in the surrounding community. This role focuses on delivering a high-quality, accessible, and effective English learning program that supports students as they navigate linguistic, social, and practical challenges. The coordinator collaborates with internal ministries and community partners to ensure the program is well-integrated, compliant, and responsive to student needs. The coordinator also serves to build relationships and help participants engage in the life of the church.

Latino Ministry Engagement/Discipleship

- Intentionally build relationships with students that lead to gospel proclamation, discipleship and healthy connections to Providence Church.
- Finds creative & winsome ways to weave presentations of the gospel into the ministry
- Collaborate with internal ministries and programs, including community outreach, immigration assistance, interpretation services, and related support initiatives.
- Work with the Local and Global Missions Director and Connection Center team to ensure that Sunday morning Latino ministry is consistent and effective.

ELL Coordinator Responsibilities

Leadership & Strategic Oversight:

- Collaborate with the Local and Global Missions Director to develop, refresh, and sustain the English Language Learning (ELL) program.
- Coordinate with the Local and Global Missions Director to address student accommodations, special needs, budgeting, and management of designated program resources or gifts.
- Foster a collaborative, respectful, and supportive learning and team environment.
- Identify, develop, and implement meaningful ways to support and recognize students, volunteers, and instructors.
- Coordinate program logistics, including classroom space, scheduling, room reservations, materials, supplies, copies, and refreshments.

Curriculum & Instructional Development:

- Design, implement, and maintain a structured English language curriculum and effective classroom strategies for learners at varying proficiency levels.
- Oversee student intake, placement, and English proficiency assessments.
- Monitor classroom effectiveness and address issues that arise during program hours.

- Provide ongoing instructional resources, coaching, guidance, and professional feedback to instructors and volunteers.

Volunteer & Instructor Management:

- Recruit, onboard, train, support, and coordinate instructors and volunteers.
- Lead volunteer orientations, training sessions, and follow-up meetings.
- Conduct regular check-ins with instructors and volunteers regarding performance, engagement, and goals.
- Serve as the primary point of contact for instructors, volunteers, and students, providing clear and consistent communication regarding schedules, expectations, and program updates.

Personal and Spiritual Development:

- Meet one on one biweekly with the local and global mission's director for coaching, connection, and prayer.
- Attend Providence staff meetings and retreats as possible.
- Grow as a disciple of Jesus through ongoing spiritual formation practices, life group engagement, and mentorship.

Essential Skills and Experience:

- Experience in adult education, ESL/ELL instruction, or community programs
- Spanish language skills required
- Clear testimony and ongoing spiritual growth.
- Full agreement with Providence Doctrinal Summary, Mission, and Vision.
- Excellent communication and teamwork skills.
- An ability to shepherd and care for people.
- An emotionally healthy lifestyle.

Desirable Gifts, Qualities, Skills:

- Spiritual Gifts: Leadership, Teaching, Shepherding, Administration
- Strategic Thinking and Planning
- Passion for Christ and equipping the local church for Kingdom service
- Compassionate, relational, approachable, team player/builder
- Able to effectively recruit, train, and manage volunteers
- Adaptability and a learning mindset
- Cultural competence and commitment to practices that foster unity in diversity
- Ability to collaborate effectively across teams and ministries
- Coaching, mentoring, and volunteer management skills
- Flexibility, sound judgment, and problem-solving ability