



**Fifth Avenue Committee**  
Our Community. Our Future.

**Job Announcement**  
**GED Coordinator/Case Manager**

**Title:** GED Coordinator/Case Manger  
**Job Status:** Nonexempt

**Unit:** Adult Education & Family Literacy  
**Employee Type:** PT 20 hrs. per week  
Morning and afternoon

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Fifth Avenue Committee (FAC) is a 45-year-old nationally recognized South Brooklyn based, non-profit community development corporation and NeighborWorks America and Hispanic Federation member whose mission is to advance economic, social, and racial justice through integrated, community-centered affordable housing, grassroots organizing, policy advocacy, and transformative education, training and services that build the power to shape our community's future.

FAC works to transform the lives of over 5,500 low- and moderate-income New Yorkers annually so that we can all live and work with dignity and respect while making our community more equitable, sustainable, inclusive, and just.

To achieve our mission FAC develops and manages affordable housing and community facilities, creates economic opportunities, and ensures access to economic stability, organizes residents and workers, offers student centered adult education, and combats displacement caused by gentrification. [www.fifthave.org](http://www.fifthave.org)

FAC's Adult Education and Literacy unit serves approximately 500 adult students per year through ESOL/ELA, ABE, HSE/GED, Digital Literacy and Bridge Programming with access to wrap around services and supports to improve educational and employment outcomes for our students. Integrated into all FAC's Adult Education programming are case management, career navigation, digital skilling, device lending, financial literacy, civics education and advocacy opportunities aimed to ensure our participants have the skills and resources necessary to fully participate in society and have the opportunity to become leaders in their communities. FAC is a firm believer in growth mindset and student-centered education.

**Responsibilities:**

**GED Coordinator**

- Oversee outreach, intake, enrollment including pre-testing of all ABE/GED participants.
- Ensure completion and submissions of ISRF, ADA form, Photo Release, TABE pre-test, and GED.com enrollment.
- Ensure participants enroll in Job Zone
- Oversee the recording of daily attendance and completion of monthly rosters.
- Ensure correct data is entered in approved databases by the end of every month.

- Communicate with Data Entry Staff and teachers to avoid any data entry mistakes or delays.
- Help participants secure GED test dates.
- Track credential attainment
- Ensure 90% of eligible ABE students post-test on TABE
- Ensure teachers have access to GED rubrics in their various forms

### **Case Manger**

- Screen Participants for Case Management needs
- Be informed about referral possibilities both internal and external
- Be Adult Educations liaison to Community Services
- Make referrals in Salesforce
- Track referrals in Salesforce and ASISTS (including Case Management hours)
- Applicant must be highly organized, efficient and an excellent communicator.
- Applicant must be comfortable being held accountable for deadlines and outcomes.
- Applicant must be able to use a variety of technologies including practical knowledge of computer-based TABE and GED testing.

### **Compensation:**

\$25/hour

### **Qualifications:**

B.A./B.S. degree preferred or 2 years relevant experience.

**To apply:** Email resume and cover letter to:

Brian Mendes  
 Director of Adult Education  
 bmendes@fifthave.org

For more information about the organization see: [www.fifthave.org](http://www.fifthave.org)

*FAC is an equal opportunity employer (EEO).  
 Women, people of color and neighborhood residents are strongly urged to apply.*