



english for **NEW  
BOSTONIANS**

## **JOB OPENING Emergency Shelter ESOL Facilitator**

**February 2024**

**English for New Bostonians** (ENB) ensures access to high-quality English classes so that adult immigrants across race, education, and migratory backgrounds can pursue their aspirations and contribute to a Commonwealth that fully values their talents and voices. We invest in the future of our region by creating opportunities for immigrants to pursue their educational, economic and civic aspirations. We make and manage grants to ESOL programs, provide training and technical assistance (TA), and lead the statewide English Works Campaign, focusing on increased business investment in ESOL, policy advocacy, and capacity development. Each year, ENB programs provide a gateway for 1,200 immigrants to participate in Boston's economic and civic life.

ENB is embarking on a pilot program to offer English language learning to immigrants residing at 16 Emergency Shelter sites across the Commonwealth, using Burlington English.

In its role overseeing this pilot program, ENB is seeking creative, flexible and inspired ESOL practitioners to help us provide ESOL services at 16 sites across the Commonwealth. Responsibilities may range from one to multiple sites, depending on location, capacity and site needs. We anticipate teachers will be hired on a contract basis.

Emergency Shelter ESOL Facilitators will work with new migrants to help them improve their English skills using an online platform: Burlington English (BE). ESOL Facilitators will host 1-2 in person classes per site each week using the BE curriculum and additional ESOL activities and lessons as appropriate. Initially, ESOL Facilitators will be responsible for enrolling shelter residents into BE on both smartphones and laptops, ensuring that students complete an online placement test and learn how to use the platform. This work will include providing technical assistance and troubleshooting. Once students are enrolled on BE, ESOL Facilitators will host weekly synchronous classes to guide students through BE modules and practice speaking, listening and writing. On site volunteer support is anticipated. ESOL Facilitators will be expected to share in project learning and to help meet project performance measures. Project logistics will vary from site to site; start-up will require patience, adaptability and problem-solving. The reward will be seeing newcomers gain confidence, skills and a path to family stability in the Commonwealth. Participation in regular community of practice meetings, led by the project manager will be required.

**ENB currently anticipates need for ESOL Facilitators for Kingston, Methuen, Sturbridge, Gardner, Everett and Taunton sites. Contracts are available immediately and will run until June 30, 2024 with the possibility for extension.**

### **Responsibilities**

#### **Site Management and Organization**

- Serve as the ESOL Facilitator and point of contact at 1-4 emergency shelter sites
- Register and enroll shelter residents to Burlington English
- Ensure that each enrollee completes a placement test so that they may be placed at the appropriate Burlington instruction level
- Work collaboratively with the on-site shelter staff person(s) to create a schedule for use of conference room space as a classroom/computer lab if applicable

- Ensure distribution and storage of all class equipment including laptops, headphones, projector, screen, etc.
- Troubleshoot technology and device issues to ensure students can participate easily
- Attend regular Emergency Shelter ESOL Facilitator Community of Practice meetings with the Project Manager, other ESOL Facilitators, and the Volunteer and Outreach Coordinator to share practices, troubleshoot and plan.

### **Teaching/Facilitation**

- Coordinate evaluation of students' English language levels and progress
- Plan class sessions; communicate class agenda and exercises to volunteers in advance
- Using Burlington English, hold 1-2 synchronous English classes per week at each site
- Adapt ESOL curriculum to the unique training needs and goals of target audience and the unique qualities or challenges of the site
- Promote effective practices to maximize participation, skill acquisition and impact.

### **Other:**

- Provide the Project Manager with regular updates regarding attendance, progress, challenges.
- Build and maintain project momentum, including through regular planning and evaluation team meetings. Help cull lessons learned.
- Maintain regular, productive communication with shelter support staff
- Maintain program records
- Other duties as assigned

### **Qualifications**

- At least two years experience as a trainer or teacher, including experience delivering high-quality communicative lessons in an online format.
- Strong organizational and project management skills.
- Excellent writing, organizational, and verbal communication skills
- Flexibility, can-do attitude, ability to adapt as needed to meet goals of the project.
- Ability to work as part of a team and in a culturally diverse environment.
- Familiarity with Burlington English preferred
- Familiarity with Microsoft Office and Google suite.
- Bilingual/Bicultural, especially in Haitian Kreyol preferred
- Access to a car and a valid drivers' license preferred; mileage will be covered at the federal reimbursement rate.

### **Compensation**

Teaching and prep time will be compensated at \$40/hour.

### **To Apply**

Submit your resume and a thoughtful cover letter detailing your experience and motivation for working with and on behalf of immigrant communities through this position saved as a PDF. Title your resume with YOUR LAST NAME RESUME and your cover letter with YOUR LAST NAME COVER. Email [info@englishfornewbostonians.org](mailto:info@englishfornewbostonians.org). **Note: Application deadline is 2.16.24** Applications will be reviewed as received—early applications are strongly encouraged.

*English for New Bostonians is an Equal Opportunity Employer and is committed to ensuring our staff and board reflect the racial, ethnic and linguistic diversity and lived experiences of the immigrants and others we are privileged to serve. People of color are highly encouraged to apply.*