



english for **NEW
BOSTONIANS**

JOB OPENING Workplace ESOL Coordinator & Teacher

November 2021

English for New Bostonians (ENB) invests 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.

The Workplace ESOL Coordinator & Teacher will take the lead in starting up and managing workplace English programs serving immigrant workers in the Greater Boston area. Designed with a dual focus, classes will meet the needs of front line workers and managers with limited English skills, and the businesses that employ them. All aspects, including planning, curriculum and technology, and evaluation will be implemented with the goal of building knowledge and capacity among ENB and partners. The Workplace ESOL Coordinator/Teacher role will comprise program management and supervision, program planning and evaluation, and teaching.

This position is a full-time and is contract-funded.

Overall Responsibilities

Program Management

- Oversee the development and implementation of workplace ESOL programs at Greater Boston employer sites.
- Coordinate English Workplace Needs Assessments for new employers.
- Assist new employers to apply to the Workforce Training Fund Program.
- Offer targeted technical assistance to workplace ESOL partnerships.
- Promote effective, innovative practices to maximize participation, skill acquisition and impact.
- Ensure all outcome requirements are met.
- Build and maintain project momentum, including through regular planning and evaluation team meetings. Help cull lessons learned.
- Supervise 1-3 workplace ESOL teachers.
- Maintain regular, productive communication with employer partners, including assisting them with grant reporting and compliance.
- Coordinate evaluation of students' English language levels and progress
- Maintain program records including curriculum documentation and team meetings notes.
- Develop project outreach and promotional materials.
- Troubleshoot (e.g. schedules, logistics).

Teaching

- Teach one to two workplace ESOL classes per cycle, incorporating best practices for remote, in-person and hybrid instruction.
- Adapt workplace ESOL curriculum to the unique training needs of target audience, both workers and employers.
- Maintain student attendance records.

Other:

- Facilitate workshops for workplace ESOL teachers. Possible topics: Conducting pre-course employee assessments; Teaching multi-level classes; How to obtain and use workplace materials as course content; Teaching industry- and workplace-specific vocabulary and content; Teaching using virtual platforms.
- Participate in ENB planning and staff meetings.
- Prepare relevant information for ENB website and bulletins.
- Represent ENB at relevant forums, conferences, etc.
- Perform other duties as assigned or as needed.

Qualifications

- At least two years' experience as an adult ESOL teacher
- Strong organizational and project management skills
- Experience supervising (preferred) and collaborating with ESOL staff
- Excellent writing, organizational, and verbal communication skills
- Ability to meet deadlines and handle various projects simultaneously
- Experience and versatility with on-line instruction
- Ability to work as part of a team and in culturally diverse environment.
- Bilingual/bicultural preferred
- Workplace adult education experience preferred
- Access to a car preferred.

Compensation:

\$55,000-\$60,000 depending on experience, in addition to the following benefits:

- Health and dental insurance.
- 403(b) retirement plan, with additional contribution by ENB after two years
- Generous paid time off package (paid holidays, vacation days, personal days, sick leave, annual office closure between Christmas Eve – New Year's Day).

To Apply: Send cover letter, résumé, and three references with the subject line "Workplace ESOL Coordinator & Teacher" to info@englishfornewbostonians.org. Please apply before November 30, 2021. Résumés will be reviewed on a rolling basis.

ENB 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.