



# english for **NEW BOSTONIANS**

## JOB ANNOUNCEMENT

January 2022

**Job Title:** ESOL Career Coach

**Reports to:** Manager of Career Coaching

**Status:** Full-time Exempt

**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, 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 1,000 immigrants to participate in Boston's economic and civic life.

**The ESOL Career Coach**, a new position, will provide group and individual workforce readiness coaching to Limited English Speakers (LES) in 2-3 of ENB's partner adult English for Speakers of Other Languages programs. The federal Career Center system was not designed to serve LES with diverse educational and work backgrounds and goals, and immigration statutes, yet LES offer an untapped pool of talented and highly motivated employees and entrepreneurs. The team of four Career Coaches will form a specialized, centralized network of coaches to work with students served by grassroots ESOL providers, within a system tailored to diverse LES subpopulations. Coaching will help students prepare for the job market and small business opportunities, use of technology as part of their job search, learn about U.S. work culture, connect with and be hired by employers who will treat them with respect. The Career Coach will become a member of ENB's highly collaborative team, and work with employer partners, and community-based ESOL programs to ensure high-quality planning, delivery and continuous improvement of our economic integration ESOL programming. This position is grant-funded.

### **Responsibilities:**

#### Coaching

- Participate actively in all trainings, including ENB startup Career Coach training.
- Work collaboratively with ESOL Instructors and staff at 2-3 ESOL programs to ensure alignment between workforce readiness curriculum and coaching.
- Coach participants individually to assess each participant's work readiness skills to successfully attain employment/better employment/start or grow a business.
- Assist participants 1-on-1 with job applications, résumés, interview prep, etc.
- Conduct workshops on goal setting, career exploration, resume writing, diversity in the workplace, attitude on the job, attendance, and other work readiness skills.
- Facilitate job interviews/ placements for participants. Be the liaison with employers for job placement and retention.
- Provide post-employment job retention coaching for at least three months.
- Collect evaluative information, such as student wage data, exercising discretion in handling confidential information.

**ENGLISH FOR NEW BOSTONIANS 105 CHAUNCY STREET, 4TH FLOOR BOSTON, MA 02111**  
[www.englishfornewbostonians.org](http://www.englishfornewbostonians.org) (617)982-6860

### Cross-ENB Collaboration

- Collaborate with staff across ENB to maximize organizational resources. Assist in promoting ENB's programmatic accomplishments by collecting and curating student stories and quotes, assembling information and reports, etc.
- Assist with ENB-wide events and special projects.
- Perform related duties as assigned or as needed.

### **Qualifications**

- At least 2 years' US employment experience, including navigating the job market and/or helping others to find employment.
- Strong commitment to assisting all immigrants toward their career goals, regardless of immigration status.
- Excellent verbal and written communication skills across various contexts, including with limited English speakers.
- Experience using web-based job search resources and techniques.
- Flexibility and ability to take initiative, and to inspire co-workers, external partners and to work collaboratively on a new initiative.
- Strong organizational and project management skills. Ability to meet deadlines and handle various projects simultaneously. An entrepreneurial approach helpful.
- Ability to work as part of a team and in a culturally diverse environment.
- Experience working in and with immigrant communities preferred.
- Bilingual/bicultural in Spanish, Haitian Kreyol, Cape Verdean Creole, Vietnamese and/or Portuguese strongly preferred.
- Versatility using Office suite, Google Suite and digital communication platforms.

\* \* \*

*Proof of completed course of Covid-19 vaccination and booster is required.*

### **Compensation:**

\$56,000-60,000 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 incl. annual office closure Christmas – New Year's.

**To Apply:** Send cover letter, résumé, and three references with the subject line "ESOL Career Coach" to [info@englishfornewbostonians.org](mailto:info@englishfornewbostonians.org) by 1/25/22. 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.*