



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King County.

Job Description

POSITION TITLE: Citizenship Instructor
PROGRAM: **Immigration** Program
REPORTS TO: Senior Director
STATUS: Nonexempt Regular Part Time - 20 hours a week

SUMMARY: Coordinate and teach citizenship classes for refugee and immigrant clients. Organize and implement classroom activities and curriculum, based on client need and English proficiency level. Test prospective students for English language proficiency. Training volunteers. Work with clients to prepare for the citizenship test.

RESPONSIBILITIES:

1. Teach multi-level class weekly 4 days a week.
2. Ability to teach multi-level English language citizenship classes in a remote learning setting as well as in-person.
3. Assist Program Coordinator in developing citizenship lessons which meet the language abilities of the clients and which prepare them for the citizenship process using prescribed curriculum.
4. Provide one on one tutoring, as needed.
5. Assist Program Coordinator with testing prospective students for English language proficiency.
6. Assist Program Coordinator with development of civics field experiences
7. Follow up with clients and assist them with preparing for citizenship test, including mock interviews.
8. Maintain participant and project data, document student progress and outcomes. Supply reports to program coordinator and senior director in a timely manner.
9. Assist Program Coordinator with training and overseeing volunteers in program delivery.
10. Work with program staff to evaluate programs, identify needs, and implement new services.
11. Attend program and staff meetings and training.
12. Assist with recruiting class participants, as needed.
13. Other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Excellent spoken and written English language skills.
- At least one-year successful experience teaching citizenship and/or ESL classes, preferably in a community-based setting.
- Ability to develop lesson plans that responds to clients' needs, empowers participants, and fulfills specific grant requirements.
- Computer skills including database, spreadsheet, word processing and email.
- Commitment to refugee and immigrant advocacy.

Refugee Women's Alliance is an Equal Opportunity Employer.

- Willingness to work flexible hours including evenings and weekends.
- Ability to work effectively with diverse program participants and staff.
- Respect for others' experiences, opinions, language, values, culture, and knowledge
- B.A. adult education or related field preferred
- Certification in TESOL. Preferred

CLOSING DATE: Open until filled

BENEFITS: **vacation**/sick Pay/holiday/medical/dental/vision

FOR CONSIDERATION:

https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US

EOE

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