



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 and Snohomish Counties.

**POSITION TITLE:** ESL Instructor  
**PROGRAM:** Family Empowerment Services  
**REPORTS TO:** Family Empowerment Program Manager  
**STATUS:** Non-exempt, Regular part-time (20 hrs/wk)  
**LOCATION:** ReWA MLK office

**SUMMARY:** This position is responsible for delivery of employment-focused English language instruction to immigrant and refugee adults to help them obtain and maintain employment, as well as enhance their skills to access further opportunities. The ESL instructor will design and implement engaging activities for multi-level ESL students that promote ESL level progression; assess students' needs and provide support, monitor attendance, and track student level gains.

**RESPONSIBILITIES:**

1. Adopt, design, and implement effective learning activities for multi-level ESL students that promote student ESL level gains, respond to their needs, lead to student self-sufficiency, and fulfill specific program requirements.
2. Teach multi-level ESL class in a remote learning setting via Zoom, Whatsapp and Wizer as well as in-person.
3. Assess students' needs regularly and work closely with case managers to address student needs and promote student employment.
4. Maintain student and program data: track student attendance, document student progress and outcomes and write student success stories. Supply reports to program coordinator in a timely manner.
5. Maintain student files.
6. Conduct post-assessment testing to determine level gains and academic needs.
7. Maintain a safe, respectful, and engaging environment for students.
8. Assist with training and overseeing volunteer tutors, work-study, and service-learning students.
9. Work with program staff to evaluate programs, identify needs, and implement new services.

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10. Design lesson plans and teach job readiness class
11. Help recruit students for the program.
12. Be familiar with the services ReWA provides and connect students with resources.
13. Attend program and staff meetings and training as needed.
14. Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. BA in education, social work, or related field.
2. TESOL/TEFL certification.
3. Two years demonstrated experience in teaching multi-level ESL classes, literacy and phonetics skills, and creating lesson plans.
4. Familiarity with DSHS requirements and employment programs a plus.
5. Highly positive with enthusiastic style capable of motivating students.
6. Ability to work as an effective team member in a multicultural organization.
7. Knowledge of Zoom, Wizer, Whatsapp and other applications.
8. Excellent verbal and written communication skills.
9. Must be self-starter, work independently and dependable with strong problem-solving skills and good judgment.
10. Reliable transportation.
11. Willingness to adhere to established program performance standards requiring productivity, personal responsibility, a client/customer service orientation, and the maintenance of a professional demeanor.

**BENEFITS:** Medical, dental, vision, life insurance, LTD vacation, sick leave, paid holidays, and 403(b) plans

**CLOSING DATE:** Open until filled.

**FOR CONSIDERATION:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US)

**EOE**

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