



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.

JOB OPENING

POSITION TITLE: Dari and Pashto speaking ESL Assistant Instructor (temporary, 15 months position).

REPORTS TO: Family Empowerment Services Manager

STATUS: Full time / Non Exempt (32) Hours per week

SUMMARY:

ESL assistant instructor will assist the lead ESL teacher in offering life skills/employment-focused instructions to the new arrivals from Afghanistan, so they improve their English language skills and learn life skills they need to adapt, function, and thrive in the U.S. ESL assistant instructor will help create level and content-appropriate classroom materials and carry out engaging learning activities for low level ESL students arriving from Afghanistan; assess student needs; track attendance; and work with case managers to remove student barriers to participating in the ESL program.

ABOUT REWA:

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

RESPONSIBILITIES:

- Assist in tracking student attendance and provide daily attendance reports to ESL instructors.
- Assist ESL instructors in conducting post-assessment to determine level gains and academic needs.
- Teach/work with small groups of students by adopting engaging, interactive, and appropriate methods, and materials. Develop creative and level-appropriate teaching materials such as worksheets and exercises to support existing lesson plans for a small group of students.
- Assist ESL instructors in organizing and engaging students in service projects, special trainings, and field trips
- Assist instructors in teaching Computer Literacy, and Job Readiness workshops as needed.
- Work closely with employment case managers and Family Empowerment staff to help remove student barriers to program participation, employment, and integration.
- Assist ESL instructors with student files and updates.
- Substitute ESL instructors when they are sick or on vacation.
- Maintain a safe, respectful and engaging environment for students.
- Proofread ReWA Life Skill's curriculum translation to Dari and Pashto to ensure accurate translation and, supervise and monitor translation for accuracy.
- Attend program and staff meetings and training as needed.
- Other related duties as assigned by program manager and ESL coordinator.

MINIMUM QUALIFICATIONS:

- BA in education, social work, or related field. TESOL/TESL/TEFL certificate preferred.
- Demonstrated experience in teaching lower-level ESL classes, literacy, or phonetics skills.
- Fluent in Dari and Pashto
- Familiarity with DSHS requirements and employment programs.
- Highly positive with enthusiastic style capable of motivating students.

- Ability to work as an effective team member in a multicultural organization.
- Knowledge of key computer applications.
- Excellent verbal and written communication skills.
- Must be self-starter and dependable with strong problem-solving skills and good judgment.
- Current WA state driver's license and auto insurance
- Willingness to adhere to established program performance standards requiring productivity, personal responsibility, a client/customer service orientation, and the maintenance of a professional demeanor.
- Flexible to work at various program sites and different shifts including, mornings, afternoons, evenings, and weekends

BENEFITS: Medical insurance, dental insurance, life insurance; Long Term Disability; 403(b) retirement savings plan; paid vacation, holidays, and sick leave.

TO APPLY:

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

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

BACKGROUND CHECKS:

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

CLOSING DATE:

Open until filled

EQUAL OPPORTUNITY EMPLOYER

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.