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 Announcement

POSITION TITLE: ESL Instructor
PROGRAM: Family Empowerment Services
REPORTS TO: Family Empowerment Program Director
STATUS: Non-exempt, Regular full-time (37.5 hrs/wk)
LOCATION: ReWA SeaTac and Kent offices

SUMMARY: This position is responsible for delivery of employment and life skills-focused English language instructions to immigrant and refugee adults to help them obtain and maintain employment, as well as adjust to the life in the US. The ESL instructor will design and implement engaging activities for beginning, intermediate or advanced ESL students that promote ESL level progression; assess students’ needs and provide support, monitor attendance, and track student level gains. May require some evening availability.

RESPONSIBILITIES:

- Adopt, design, and implement effective learning activities for beginning, intermediate or advanced ESL students that promote student ESL level gains, respond to their needs, lead to student self-sufficiency, and fulfill specific program requirements.
- Teach beginning, intermediate or advanced ESL class in a remote learning setting via Zoom as well as in-person.
- Assess students’ needs regularly and work closely with case managers to address student needs and promote student employment.
- 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.
- Maintain student files.
- Conduct post-assessment testing to determine level gains and academic needs.
- Maintain a safe, respectful, and engaging environment for students.
- Assist with training and overseeing volunteer tutors, work-study, and service-learning students.
- Work with program staff to evaluate programs, identify needs, and implement new services.
- Design lesson plans and teach job readiness class
- Help recruit students for the program.
- Be familiar with the services ReWA provides and connect students with resources.
- Attend program and staff meetings and training as needed.

Refugee Women’s Alliance is an Equal Opportunity Employer.
• Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

• BA in education, social work, or related field.
• TESOL/TEFL certification.
• Two years demonstrated experience in teaching multi-level beginning, intermediate or advanced ESL classes and creating lesson plans.
• Familiarity with DSHS requirements and employment programs a plus.
• Highly positive with enthusiastic style capable of motivating students.
• Ability to work as an effective team member in a multicultural organization.
• Knowledge of Zoom, Whatsapp and other applications.
• Excellent verbal and written communication skills.
• Must be self-starter, work independently and dependable with strong problem-solving skills and good judgment.
• Reliable transportation.
• 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, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

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

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,

Refugee Women’s Alliance is an Equal Opportunity Employer.
Refugee Women’s Alliance is an Equal Opportunity Employer.