



ESL Specialist

The ESLC is a community-based non-profit organization committed to bringing the promise of integration, security, and empowerment to adult immigrants and refugees in Salt Lake City, Utah. We provide free English as a second language classes in community locations throughout Salt Lake County. The ESL specialist will assist the Life Skills Program Coordinator and the Job Readiness Program Coordinator in ensuring the success of classes in both of these programs.

Responsibilities:

- Mentor and provide ongoing supervision to volunteer ESL teachers through regular class observations and team-teaching.
- Coordinate class schedules and find substitutes when necessary.
- Collect intake information on students, conduct pre- and post- testing to measure results, and manage student files.
- Identify appropriate instructional materials based on the needs and goals of the students and oversee the implementation of these materials in the classroom.
- Co-lead a session of volunteer training monthly.
- Assist with development of curriculum.
- Provide one on one mentoring and support for ESL students seeking jobs or further education
- Support the program coordinators by performing any additional duties as agreed upon.

Position Qualifications:

- Bachelor's degree or equivalent experience
- Above average ability to communicate verbally and in writing with diverse individuals.
- Significant experience working with low to moderate-income community groups.
- Ability to motivate and supervise volunteers.
- Professional competence in cross-cultural situations.
- TESOL or equivalent ESL certification and experience as a professional ESL teacher (*those working toward certification may also be considered*)
- Strong organizational skills and ability to collaborate with a team.

Preference given to applicants with experience coordinating programs and/or volunteers in a non-profit setting.

Other requirements:

Valid driver's license and ability to travel throughout Salt Lake County necessary to perform job functions. Background check will be performed on chosen candidate.

Hours/Compensation: 40 hours per week, some evenings and Saturdays required. Paid time off and health benefits. Salary to be determined based on qualifications. Send resume, cover letter, and scheduling availability via email to careers@eslcenter.org.