



NMCIR Instructor/Teacher

Organizational Description: We are seeking a teacher who has experience educating immigrant adults. The Northern Manhattan Coalition for Immigrant Rights (NMCIR) is a non-profit organization that has been providing high quality, trustworthy immigration-related legal services to the immigrant community for over 30 years. We are currently an experienced ESOL instructor.

Position overview: NMCIR's provides citizenship classes to help students prepare for the United States naturalization interview and ESOL, to provide them with and/or improve their English skills. Most of the students are of Latino background and come from predominantly Spanish-speaking households. They want to develop their written and spoken English.

The teacher will draw upon his/her teaching experience to serve as a team member as well as a mentor and counselor to the education department's volunteers at NMCIR. The teacher will also teach at least three ESOL classes. The position requires advanced knowledge of ESOL instruction and support. You will work with the Deputy Director, Education Director and Executive Director as well as NMCIR Instructors on the management of the program. This fun and rewarding experience gives you a chance to make a difference in the lives of others.

Specific Functions:

- Teach ESOL to NMCIR students including Best Plus 2.0 language assessment (pre and post test of all students)
- Revise and edit curriculum and syllabi each term (depending on students needs); identify appropriate supporting materials
- Work with office staff on program-wide student registration, data collection, and data management as required by funding sources
- Ensure compliance with all requirements of contracts and grants regarding classes;
- Properly assess and identify the needs of the students to provide regular guidance and ensure programmatic quality (evaluations, surveys and other tools)
- Coordinate regularly with immigration legal staff to refer students for naturalization application services or any other immigration legal services
- Prepare quarterly reports for programs or as required by government contracts
- Assist the Program Director and Executive Director in program development and program evaluation



In addition, you will perform other related program management functions, as required and requested by the Program Director. You should be available to work 10-15 hours per week, including evenings, and Saturdays.

Qualifications:

- BA required, Masters and/or teaching credential preferred
- Required minimum one year of experience: ESOL training and teaching ESL or citizenship to adults
- Experience creating/adj curriculum
- Excellent oral and written communication skills (Proficiency in Spanish required!)
- Work independently with little supervision
- Be comfortable with the areas of Immigration, Voting, Democracy, and Civic Engagement
- Strong administrative and organizational skills; produce high quality work
- Ability to work a flexible schedule (including nights and weekends)
- Proficiency in Excel and Word

Hours: 10-15 hours per week

Language(s): English, Spanish

Age of students: Adults (18-64), Seniors (65 and over)

Compensation: \$35 / per hour

How to Apply: Send your cover letter and resume via email to team@nmcir.org.