



English for Speakers of Other Languages (ESOL) Program Coordinator

Job Description

About The Welcome Project

The Welcome Project seeks an ESOL Program Coordinator to join its team. This position will work with the staff and other community members in a shared leadership model. The ESOL coordinator will have opportunities to build relationships with the community throughout Somerville and the greater Boston region while offering the ESOL program to the Immigrant Community as part of the Mission to build the collective power and address long-standing systemic injustice of the immigrant community.

General Description

The Welcome Project provides English Language classes for adult immigrants in Somerville and in the Greater Boston Area. The goal of these classes is to introduce students to community resources, the nuances of a new culture, and opportunities to engage in the civic life of the city, all while mastering the English language. Classes use a Popular Education model and are highly interactive. We are hiring for a full-time ESOL Program Coordinator to start as soon as possible. The position will be hybrid: primarily in-person during class hours, with opportunities for remote and virtual work at other times. This position is exempt from FLSA classification.

Reports to: Director of Family Education and Community Engagement, The Welcome Project

Job Goal: To provide and support high quality English for Speakers of Other Languages (ESOL) classes that prepare and empower immigrants to become more engaged in their communities.

Responsibilities:

- Plan and organize high quality ESOL classes that meet our adult students' diverse needs
- Coordinate program activities for students, such as outreach & recruitment, program registration, workshops etc.
- Assist in recruiting and orienting new volunteers, providing them with guidance as needed
- Facilitate monthly meetings for current and new volunteer ESOL teachers
- Develop existing ESOL curriculum focused on a Popular Education teaching model
- Establish and maintain relationships with various local organizations to provide additional opportunities for students and constituents
- Coordinate with Lead Community Organizer to build power among student groups and empower them to shape changes in their community
- Maintain complete and accurate records of student progress and evidence of growth through conducting regular language assessments and evaluation
- Perform other duties, as may be required by the Executive Director

Qualifications:

- Bachelor's degree or 4+ years applicable work experience required
- Proficient in English; Priority given to candidates with verbal and written fluency in Spanish, Brazilian Portuguese and/or Haitian Creole
- Previous experience in teaching ESOL with adult immigrant students preferred
- Experience working with diverse communities
- Excellent verbal and written communication skills
- Strong organizational skills
- Proficiency in technological tools such as Google Suite, Zoom and Microsoft Office
- Ability to work effectively and collaboratively in a team
- Availability for some weeknights and weekend responsibilities required
- Commitment to Social, Racial, and Language Justice as well as an interest in immigrant advocacy

Physical requirements: Continuously requires vision, hearing and speaking. Frequently requires standing, sitting, and handling. Occasionally requires walking, lifting and carrying.

Salary and Benefits:

Health insurance
Dental and Vision insurance
Paid time off and a flexible schedule
Professional development assistance
Tuition reimbursement
Employee discount

This position is full-time, 40 hours per week. Salary: \$50,000-53,000 /year + benefits

If interested, please apply by submitting a resume and cover letter to:

Suany@welcomeproject.org, Sara@welcomeproject.org