

**Lead ESOL Instructors- Lynn and Lawrence**

Jewish Vocational Service, a non-profit workforce development organization, seeks full-time **Lead Instructors** to be the primary contact and JVS representative at community partner sites where English for Advancement classes are delivered. They teach one class (9 contact hours) per week, and perform all administrative duties associated with the site. They develop and modify contextualized curriculum and daily lesson plans for English classes with the goal of supporting participants to get a new or better job, deliver training to participants, evaluate progress and skill attainment of individual participants on a scheduled basis, track outcomes, create documents for submission to the Director, funders or evaluators, and attend strategic team meetings both in the Business Services department as well as agency wide meetings. They supervise 1-3 Instructors, providing guidance and support around differentiated curriculum development; student engagement, retention, attendance and skill development; and substitute teach classes for the site as needed. The Lead Instructor works collaboratively with each member of the Business Services and Career Coaching team to assist students in obtaining the skills needed to find and secure employment. **Positions are located in Lawrence and Lynn locations.**

The ideal candidate will have:

- 2-3 years of training/teaching experience required
- Supervisory experience a plus
- Knowledge of adult learning theory
- Ability to work with a diverse group of clients
- Presentation and facilitation skills
- Strong Microsoft Office Suite skills
- Strong written and oral communication skills
- Interpersonal, communication and organizational skills
- Ability to work as part of a team as well as independently
- BS/BA in Education or related field, TESOL Certificate and/or Masters preferred

Work hours are generally 9-5 Monday through Friday (full-time 35 hours per week).

**Send cover letter and resume to [resumes@jvs-boston.org](mailto:resumes@jvs-boston.org) Page 2 of 4**

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As a full-time employee, you will qualify for medical and dental insurance, 403(b), short and long term disability and life insurance plans. A robust paid time off plan is also part of the offering.

**If you wish to apply please send cover letter and resume to [resumes@jvs-boston.org](mailto:resumes@jvs-boston.org)**

JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.

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## ESOL Instructors

Jewish Vocational Service seeks **full-time and part-time ESOL Instructors** to develop and modify contextualized curriculum and daily lesson plans for English classes with the goal of supporting participants to get a new or better job, deliver training to participants, evaluate progress and skill attainment of individual participants on a scheduled basis, track outcomes, create documents for submission to the Lead Instructor, Director, funders or evaluators, and attend strategic team meetings both in the Business Services department as well as agency wide meetings. The Instructor works collaboratively with each member of the Business Services and Career Coaching team to assist students in obtaining the skills needed to find and secure employment. Courses are delivered to adults at community partner sites. **Positions are available at Lawrence and Lynn.**

- The ideal candidate will have:
- 2-3 years of training/teaching experience preferred
- Knowledge of adult learning theory
- Ability to work with a diverse group of clients
- Presentation and facilitation skills
- Strong Microsoft Office Suite skills
- Strong written and oral communication skills
- Interpersonal, communication and organizational skills
- Ability to work as part of a team as well as independently
- BS/BA in Education or related field, TESOL Certificate and/or Masters preferred

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