



Position: Community Orientation Workshop Instructor

Department: Education

Reports To: Languages Program Manager

FTE: 1.0

Type: Exempt

Description: Teach and develop curriculum for the Community Orientation Workshops (COW). Workshops are geared towards new Americans in accordance with CCRS standards and Refugee Resettlement Programs Office (RPO) Family Wellbeing Inventory topics and requirements. The COW program is provided with funding from RPO and in partnership with the Minnesota Council of Churches (MCC). In addition to teaching and curriculum development, the Instructor will provide administrative support to the program including program development, communication with MCC, database tracking of student information, and client case noting.

Duties:

- Teach Community Orientation Workshops to new Americans who qualify for programming
 - Address life skills and Minnesota cultural information with an emphasis on English language skills
 - While teaching from home, use synchronous Zoom meetings and phone calls to deliver instruction
 - *Classes will transition to a hybrid model of in-person and remote when COVID restrictions are lifted
 - Deliver instruction from selected texts and supplemental materials and administer exit assessments
 - Work cooperatively with volunteers to ensure a productive workshop experience for all
- Continuously develop and update multi-level curriculum adhering to CCRS standards and following the RPO Family Wellness Inventory
- Coordinate with Languages Program Manager and MCC to ensure program adherence to RPO requirements
- Coordinate with other EFW Instructors to ensure program consistency and student referrals
- Participate in staff meetings and professional development opportunities with IIM and RPO
- Communicate with MCC for volunteer and student information
- Contribute to report writing, record progress notes on students and program, enter student case notes as needed, and track student attendance and demographics
- Refer appropriate students and clients to SNAP E&T staff to be thoroughly screened for program.
- Participate in the Festival of Nations

Qualifications:

- Strongly preferred: Has M.A. in either English as a second language, Education, or Linguistics and a history of related teaching experience
- Patient and values multicultural perspectives and experiences
- Enthusiastic, flexible, professional, responsible and able to work autonomously
- Promotes an interactive classroom with a heavy emphasis on student participation
- Experience working with ESL students at multiple levels
- Familiar with Adult Basic Education and CCRS standards
- Good communication skills, both verbal and written
- Able to motivate and make learning accessible as well as stimulating
- Able to work at multiple sites in the Twin Cities

To apply: Submit cover letter and resume to Stacy Dietrich Varney via email: sdietrich@iimn.org. *No phone calls or walk-ins please.* Position is open until filled.