



Job Title: Zoom English Language Instructor(s)

Anticipated Start Date: September 20, 2021 (position open until filled)

Organization Description:

The International Institute of Minnesota (IIM) is a fast-paced, innovative organization with talented staff who are mission driven and support one another in their work. Since 1974 IIM has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 15,000 New Americans achieve U.S. citizenship since 2001. From 2012 to 2018, IIM experienced exponential growth, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. With more than 21 million refugees worldwide waiting to begin new lives, and an increasing workforce shortage in Minnesota, IIM's programs continue to be in demand and important abroad and in Minnesota.

Position Purpose:

Teach English to adults using Zoom. Two evening classes are offered during the week; classes meet two days per week, either Monday and Tuesday or Wednesday and Thursday evenings from 6:30 – 8:00 pm over Zoom. All evening English instructor positions are independent contractors. Contract positions are renewable based on performance and student enrollment. IIM offers 9+ daytime English classes and two evening classes. Class content is guided by the supervisor and varies depending on student interest. Please see our website, iimn.org, for course descriptions and schedule information. Contract positions are paid per contact hour. Applicants can apply for one or both class openings.

Note: IIM English classes moved online in March 2020. Since then, teachers have been using Zoom to conduct classes. In the classroom and on Zoom, teachers are encouraged to bring innovative curriculum and activities into the program. Teachers will choose their own activities and add to developed coursework.

Duties and Responsibilities:

- Prepare syllabi from selected texts and supplemental materials
- Use Zoom and other optional online programs to teach adults
- Address all language skills in the classroom – speaking, listening, reading, and writing
- Attend occasional staff meetings when notified by the Manager
- Interact cooperatively with other teachers and IIM staff as needed

Position Requirements (experience and qualification):

- Experience teaching adults
- B.A. or M.A. in either Education or Applied Linguistics
- Enthusiastic, flexible, professional, responsible, and able to work autonomously
- Promotes an interactive classroom with a heavy emphasis on student participation
- Has good communication skills both verbal and written
- Able to motivate and make learning accessible as well as stimulating
- Comfortable working independently
- Skilled and comfortable using Zoom both as a participant and facilitator

To apply:

Please direct all questions to Stacy Dietrich Varney, Languages Program Manager. Email a cover letter and resumé to SDietrich@iimn.org.