



INTERNATIONAL INSTITUTE
of Minnesota

Position: Community Orientation Workshop Instructor & Program Support

Department: Education

Reports To: Languages Program Manager

FTE: 1.0

Type: Exempt

Salary: \$40,000 – 45,000

Description: Teach and develop curriculum, coordinate volunteers, enter data, and communicate across organizations for Community Orientation Workshops (COW). COW is a unique program to the International Institute that provides education and resources for refugees, asylees, and other new arrivals. Workshops focus on the skills and English necessary to navigate everyday life in Minnesota. Topics include: Housing, Education, Transportation, Citizenship, and more. Workshops are geared towards new Americans in accordance with Minnesota state and federal education standards and Refugee Resettlement Programs Office (RPO) Family Well-being Inventory topics and requirements. The COW program is provided with funding from RPO and in partnership with the Minnesota Council of Churches (MCC). Position follows IIM business hours 8:45 a.m. to 5:00 p.m. Monday through Friday.

Position includes 40% class instruction and preparation (Zoom and over-the-phone), 10% volunteer coordination and training, 10% data entry, 40% program promotion/coordination and cross-organization collaboration.

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 & 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 Well-being Inventory
- 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
- Coordinate with Languages Program Manager and MCC to ensure program adherence to RPO requirements
- Participate in staff meetings and professional development opportunities with IIMN and RPO

- Develop and hold student and community outreach and informational sessions and program promotion
- Coordinate with other EFW Instructors to ensure program consistency and student referrals
- 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, 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
- Comfortable interacting with and promoting programs across multiple organizations
- Flexible and interested in learning about or familiar with MN resettlement programs
- 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.