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**Job Title:** Community Orientation Workshop Instructor & Program Support

**Department:** Education

**Reports To:** Languages Program Manager

**FLSA Status:** Exempt

**Salary Range:** \$40,000 - \$45,000

**Prepared Date:** 12/23/21

**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 have 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.

**Purpose:**

Teach, track, and promote 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).

**Duties and Responsibilities:**

- Teach Community Orientation Workshops to new Americans
  - Address life skills and Minnesota cultural information with an emphasis on English language skills
  - Use Zoom, phone, and in-person teaching to deliver instruction
  - Deliver instruction from selected texts and supplemental materials and administer exit assessments
  - Work cooperatively with volunteers to ensure a productive workshop experience for all

- Update multi-level curriculum has necessary adhering to CCRS standards and following the RPO Family Well-Being Inventory
- Communicate consistently and effectively with MCC and IIM staff for volunteer and student information and tracking, adherence to federal and state requirements, staff meetings, and professional development
- Maintain accurate student tracking information for enrollment, attendance, progress notes, and case notes in multiple databases and contribute to report writing
- Promote the COW program using a variety of tactics including but not limited to: social media, information sessions, newsletters, community outreach and events, and student recruitment efforts
- Refer appropriate students and clients to external services including SNAP E&T staff to be thoroughly screened for program participation

**Requirements:**

- Fully vaccinated for COVID-19
- Demonstrated commitment to the International Institute of Minnesota mission and vision
- Strongly preferred: has M.A. in Applied Linguistics, Education, or Teaching English as a Second or Foreign Language and/or a history of related adult basic education teaching experience
- Comfortable interacting with and promoting programs across multiple organizations
- Knowledge of Minnesota community and services and MN resettlement programs
- Proven oral and written communication skills, including negotiation and problem solving.
- Enthusiastic, professional, responsible, and able to work independently

**Physical Demands:**

- Use of manual dexterity, tactile, visual, and audio acuity.
- Use of repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands.
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying.

**EEO Statement:**

International Institute of MN is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

**To Apply:**

Submit cover letter and resume to Stacy Dietrich Varney via email [sdietrich@iimn.org](mailto:sdietrich@iimn.org). Position opened until filled. No phone calls or walk-ins please.