



SKILLS . JOBS . CAREERS

Instructor & Career Coach - English for Advancement program

Jewish Vocational Service, a non-profit workforce development organization, seeks a full-time, experienced Instructor & Career Coach, Business and Refugee Services for English for Advancement Program.

POSITION SUMMARY:

Approximately 75% of this position will be as an instructor: Under the direction of the Lead Instructor, the **Instructor** in our **English for Advancement** program develops and modifies contextualized curriculum and daily lesson plans for English classes with the goal of supporting participants to get a new or better job. The instructor delivers training to participants, evaluates progress and skill attainment of individual participants, tracks outcomes, and attends strategic team meetings both in the Business Services department as well as agency-wide meetings.

Approximately 25% of this position will be as a Career Coach: The Career Coach is responsible for developing strong job leads, providing high quality career counseling, training, and job placement assistance to designated job seekers. The Career Coach initiates and sustains collaborative working relationships with a variety of businesses in the Lawrence area.

Please submit your application forms at <https://www.jvs-boston.org/jobs/instructor-career-coach/>.

This position will be located at our community partner location in Lawrence, MA.

The ideal candidate will have:

- BS/BA in Education, Human Services, Business Administration or related field; TESOL Certificate and/or Masters preferred.
- 2-3 years of job readiness or related 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
- Experience in marketing and outreach desired
- Proficiency in a language spoken by immigrant participants preferred
- Familiarity with career ladders and professional advancement preferred
- Knowledge of community resources in Lowell and web-based resources preferred

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.

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.