



Lead Instructor

Jewish Vocational Service (JVS), a non-profit workforce development organization, is seeking an experienced **Lead Instructor** for its **off-site location in Lynn, MA**. The Lead Instructor will be supporting the Pay for Success program within Business Services department.

POSITION SUMMARY: Under the direction of the Manager of English for Advancement Instruction, the Lead Instructor develops and modifies contextualized curriculum and daily lesson plans for academic and/or job skill training programs, delivers training to participants, evaluates progress and skill attainment of individual participants on a scheduled basis, tracks outcomes, creates documents for submission to the Manager of English for Advancement Instruction, funders, evaluators, and employers. Will attend team meetings.

REQUIRED EDUCATION:

- B.S. in Education or related field
- Certification in TESOL

The ideal candidate will have:

- Master's in Applied Linguistics or TESOL preferred
- 2-3 years of workplace or related training/teaching experience
- Knowledge of adult learning theory
- Ability to deal respectfully and effectively with a diverse group of clients at all levels of the organization
- 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

Please submit your resume and cover letter at our website: <https://www.jvs-boston.org/jobs/lead-instructor/>

WORKING CONDITIONS: This position is located in Lynn, MA. Regular local travel, evening hours and some weekend availability required.

JVS BENEFITS: 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 CULTURE: At JVS, we are 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.