



Job Posting

Job Title: Part-time (16 hours/week) ESOL Instructor, Career Advancement for Professionals (CAP)

Position Summary:

The Instructor is responsible for the delivery of the Career Advancement for Professionals (CAP) program. CAP provides job readiness and ESOL instruction to highly-educated immigrants who need assistance finding employment in the U.S.

Responsibilities:

- Deliver blended class-based and web-based instruction for the CAP program, including job readiness lessons and ESOL as needed
- Conduct ongoing assessment and monitoring of students and maintain student records in the ETO database
- Participate in student admissions procedures
- Develop and implement an individualized career plan for each student
- Coordinate with employer partners and expert speakers to run educational sessions and mock interviews for CAP students
- Collaborate with the employment specialist and CAP team to develop and grow relationships with employer partners
- Report regularly to program funders
- Actively participate in agency-wide activities
- Participate in fundraising activities for agency
- Other duties as assigned

Requirements:

- Bachelor's degree required. Master's in applied linguistics, adult education, instructional design or related field strongly preferred
- Classroom experience working with immigrants adults highly preferred
- Experience teaching job readiness to highly-educated adults strongly preferred
- Experience running and designing online-based distance learning preferred
- Experience teaching ESOL distance learning strongly preferred
- Highly organized

To apply, send resume and cover letter to:

HR Department
Asian American Civic Association
87 Tyler Street, 5th floor
Boston, MA 02111

Email: hr@aaca-boston.org