



<b>Job Title:</b>	Workplace ESOL Teacher
<b>Job Status:</b>	Part-time, temporary contract
<b>Location:</b>	In person (Boston/Fenway area)
<b>Course:</b>	Intermediate English for Restaurant Workers
<b>Course Schedule:</b>	Tuesdays & Wednesdays, 2-4 PM
<b>Course Duration:</b>	January - June 2026 (80 hours / approximately 20 weeks)

### **Background:**

**English for New Bostonians** (ENB) ensures access to high-quality English classes so that adult immigrants across race, education, and migratory backgrounds can pursue their aspirations and contribute to a Commonwealth that fully values their talents and voices.

As part of this mission ENB partners with employers across several industries to bring contextualized Workplace ESOL classes directly to the workplace. With support from ENB, the **Workplace ESOL Teacher** will craft and deliver an English class with a dual focus to meet both the workers' needs and the business that employs them.

### **Responsibilities:**

- Teach 80 hours of workplace English for up to 15 beginner or intermediate level students at a restaurant in Boston, MA.
- Review and adapt all existing curriculum and other materials provided by ENB according to the unique training needs and goals of the workers and employer
- Select textbooks and/or other materials to further contextualize the curriculum for the specific needs of the company.
- Promote effective, innovative practices to maximize participation, skill acquisition and impact.
- Meet weekly for ~1-hour or as needed with ENB to report updates, highlight successes, and troubleshoot challenges as they emerge.
- Maintain program records, including attendance, curriculum documentation, and assessment results.
- Coordinate evaluation of students' English language levels and progress and ensure all outcomes and evaluation requirements are met, in coordination with the ENB team.
- In coordination with ENB, contribute to a final written report including student evaluation, overall impact, and lessons learned.

**Qualifications**

- At least two years' experience as an adult ESOL teacher, ideally within the last five years.
- Strong organizational, writing, and project management skills; ability to work independently and with flexibility to adapt to needs of the company.
- Familiarity with Microsoft Office and Google Suite.
- Ability to work as part of a team and in culturally diverse environment.
- Familiarity or direct experience with hospitality/restaurant industry is a huge plus!

**Compensation**

- Up to \$12,400 for the entirety of the 80-hour class, to be paid as follows:
  - o \$1,000 for pre-course prep, to be completed in 2 weeks prior to course start-date
  - o \$10,400 for instruction, prorated on a monthly basis at \$130 per hour of instruction delivered
  - o \$1,000 for post-course wrap-up in the 2 weeks following completion of the 80-hour course

**To Apply**

Send résumé with the subject line “Workplace ESOL Teacher” to Suzanne Metro, Business Partnerships Manager: [smetro@englishfornewbostonians.org](mailto:smetro@englishfornewbostonians.org)

Please note: English for New Bostonians partners with many businesses across several industries. If you are interested in being considered for additional opportunities to teach workplace ESOL onsite or online for one of our partner businesses, please complete [this short interest form](#).

*ENB is an Equal Opportunity Employer and encourages women and people of color to apply.*