The Asian Task Force Against Domestic Violence (ATASK) has an immediate opening for the position of **ESOL Instructor**. Please see the full job description below or visit [https://www.idealist.org/en/nonprofit-job/468aa75522754867add06bb13d685ccf-esol-instructor-asian-task-force-against-domestic-violence-atask-boston](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.idealist.org_en_nonprofit-2Djob_468aa75522754867add06bb13d685ccf-2Desol-2Dinstructor-2Dasian-2Dtask-2Dforce-2Dagainst-2Ddomestic-2Dviolence-2Datask-2Dboston&d=DwMFAg&c=vVQ1ZlsfewgPU96ZIUB5kg&r=lWBOc0ndsWHDFNgJ3W7xyQ&m=Pd52T5xgT0ClM9Qbzw6KN-PYI4iG6hKYnFpCKF0HYTE&s=YZNe3OlM2WrYLF57176_YtZrUC4wdvEuCGY-kSir9zg&e=) for more information and instructions on how to apply. ATASK’s mission is to end domestic violence in Asian families and communities and provide hope to survivors. I encourage you to apply if interested, or share with members of your network who might be!

**ESOL Instructor**

*(Part-Time Position, benefits-eligible, 24 hours/week, non-exempt)*

ATASK’s mission is to prevent domestic violence in Asian families and communities and to provide hope to survivors. The ideal candidate will be a passionate advocate for survivors and their children and will work as a team member of ATASK to provide comprehensive services to the Pan-Asian and general community.

**Position Summary**: The ESOL Instructor is responsible for the coordination of and instruction in the ESOL Program. The ideal candidate will be sensitive to the unique needs of Asian students impacted by domestic violence, and will seek to create a warm, flexible and empowering classroom environment. Experience teaching ESOL in other settings and a willingness to adapt teaching techniques to our population are strongly preferred.

**Reports to**: Co-Executive Director

**Hours**: Tentative class schedule is Wednesday 9am – 1:30pm, Thursday 10am – 1pm, and Friday 10am – 4pm (some flexibility is possible)

**Duties and Responsibilities:**

* Teach ESOL to ATASK clients by creating a program curriculum which focuses on practical skills necessary to live in the US and promote student independence. The curriculum will include topics such as Health and Well-being, Employment, Financial Literacy and Knowing the Community. Topics may be amended to meet the needs and interests of the students. Reading, writing and conversation skills will be taught along with these content themes. Classes are held from September 2019 to June 2020. Typically 6-10 students attend. .5 hours planning time is allotted for every hour of classroom time.
* Develop lesson plans that are largely self-contained in each class, allowing students to benefit if they should miss classes due to personal needs which are multiple in their lives.
* Participate in trainings, workshops, and/or conferences focusing on ESOL and issues of immigrants and domestic violence to improve professional skills in teaching ESOL classes, and to increase awareness of the issues that affect our clients.

**Other Functions:**

* Maintain student attendance records, files, and portfolios
* Ensure compliance with grant funders
* Complete necessary reports pertaining to grants received
* Administer or coordinate administration of pre and post tests, including BEST Plus
* Administer self-evaluation and class evaluation forms to each student.
* Submit requests for books or materials to Co-Executive Director.
* Supervise volunteers and interns who tutor students or assist the ESOL instructor during class, if any
* Attend staff meetings, ESOL program meetings or client-related meetings as requested by the Clinical or Operations Managers or Co-Executive Director
* Evaluate ESOL program, including objectives and outcomes, intake and withdrawal process, testing, attendance tracking, class materials, class schedule, and use of interns
* Make recommendations for new ESOL Program design

**Qualifications/skills/experience:**

* Bachelor’s Degree
* 5 years of experience in related field.
* Experience with nonprofits preferred.
* Experience with government contracts and grants preferred.
* Highly organized and detail-oriented, with strong documentation skills.
* Strong writing and communication skills.
* Strong interpersonal skills, with an ability to establish positive, personable, and professional relationships via email, phone, and in person.
* Proficiency with Microsoft Office 365, internet and technology.
* A solid work ethic and sense of initiative. Someone who leads by example and can work effectively and collaboratively in a creative and resourceful non-profit setting.
* Positive approach, can-do attitude, sense of humor, ability to be flexible, and grace under pressure. Strong problem-solving skills; ability to trouble-shoot and triage; not rigid or reactive under pressure. Responsibilities involve exposure to sensitive information, and the person in this role will need to
* Strong commitment to the mission and goals of ATASK, and committed to ending a culture of domestic violence.
* Be understanding, sensitive to, and have compassion for victims of domestic violence and sexual assault, for LEP (limited-English-proficient) immigrant populations, and for folx of the LGBTQ+ community.
* CORI check required upon offer of hire.

**Compensation**: $25/hour

**How to apply:**

Please submit a resume and a cover letter detailing your relevant experience and interest in the position to:

Sitara Zoberi

Administration and Operations Coordinator

[sitara@atask.org](mailto:sitara@atask.org)

**Applications submitted without a cover letter will not be considered.**

*ATASK is an affirmative action/equal opportunity employer and strongly encourages women, LGBTQ+ community members, immigrants, and refugees to apply. It is ATASK’s policy not to discriminate against any employee or applicant based on race, ancestry, color, religion, sex, sexual orientation, age, gender, genetic information, natural origin, disability, veteran status, or on basis of any other legally protected category.*