

## **ESOL Digital Literacy Instructor**

The Immigrant Learning Center, Inc. (The ILC) of Malden, MA is a not-for-profit organization that helps immigrants and refugees become successful workers, parents and community members through direct service programs and public education. Our direct service program provides free year-round English classes to immigrant and refugee adults in Greater Boston.

We have one full-time position open for January 2023. The ESOL Digital Literacy Instructor is responsible for carrying out The Immigrant Learning Center's Digital Literacy Program in coordination with other teachers and administrative staff.

### **We Offer:**

- Full-time, stable position
- Competitive salary commensurate with skills and experience
- Health insurance, dental insurance, 401K
- Generous time off including vacation, holidays and sick time
- Regular professional development

### **Schedule:**

- Classes begin January 3, 2023, and meet approximately 44 weeks per year (in person)
- Professional/curriculum development weeks take place outside of class weeks

### **Responsibilities:**

- Develop and lead a series of in-class digital literacy workshops for adult ESOL students
- Offer technology instruction on a regular basis to small groups or one-on-one
- Provide technology training to teachers
- Support teachers during lessons that integrate classroom technology
- Collaborate with teachers and advisors to best serve students' needs
- Coordinate with partner organizations to connect students to digital services
- Assist students with basic personal technology problems
- Stay up to date on best practices in digital literacy instruction
- Oversee storage of The ILC's educational devices

**Desired Skills and Qualifications:**

- Bachelor's degree (required)
- Teaching certificate or experience working with the adult immigrant population
- Experience with communicative language teaching and student-centered learning
- Ability to create effective curriculum to develop learners' digital skills and English proficiency
- Ability to adapt teaching styles and materials to meet individual needs of students
- Excellent digital/internet skills and willingness to adapt to new technologies
- Excellent oral and written communication skills in English
- Ability to work collaboratively and share responsibility with team members

**Interview Process:**

If you are chosen to interview, you will have a Zoom interview with several members of the ESOL Department. This is a two-way interaction, and we want to give you the opportunity to get to know us and determine if this is the job for you. Candidates with successful interviews will be asked to prepare and carry out a demo lesson in person at The Immigrant Learning Center.

**Application:**

If you are interested, please send your resume to Jessica Senat, Director of English Language Programs, at [jsenat@ilctr.org](mailto:jsenat@ilctr.org). The ILC is located at 442 Main St, Malden, and is easily accessible by public transportation. We are an equal opportunity employer actively seeking candidates from diverse backgrounds.

**COVID-19 considerations:**

All staff are required to show verification of full COVID vaccination.