

Dedham Public Library

Family Literacy, Adult Literacy, and ESOL Assistant

- **Type:** Part-Time
- **Salary/Pay Rate:** \$19.95/hour

The Dedham Public Library is a rapidly evolving and highly adaptable public service organization, deeply committed to delivering phenomenal customer service. We are seeking a dynamic, self-motivated, innovative, and friendly person to join our team.

The Family Literacy, Adult Literacy, and ESOL Assistant reports directly to the Library Director and UX and Access Manager, and Circulation and Collections Manager.

This position is responsible for:

- Supporting family literacy, adult literacy, conversational English tutoring, and the library's ESOL programs
- Community outreach and services

The Family Literacy, Adult Literacy, and ESOL Assistant will work closely with all members of the Library team to develop programming and serve the public.

Background desired:

- Extensive demonstrated work experience with ESOL learners
- Teaching experience
- Bilingual/Bicultural
- Familiarity with public schools
- Experience working with a diverse user community inclusive of all ages, abilities, and backgrounds
- Kind, flexible, convivial, innovative
- Ability to thrive in an ever-changing, fast-paced, collaborative environment

Bonus points for:

Strong Microsoft Office and social media skills

Part-time position (16 hours per week) which includes evenings and weekends. If interested, please email your resume, cover letter and desired salary to Miriam Johnson, HR Director at mjohnson@dedham-ma.gov.