

**JOB TITLE:** ESL Computer Instructor

**JOB STATUS:** Part-Time (6-10hrs/week with possible requirement of evening and weekend hours)

**REPORTS TO:** Senior Coordinator of Adult Literacy



### **Job Description**

Chinese Mutual Aid Association (CMAA) is seeking an ESL Computer Instructor to support its Adult Education and Workforce Development Department. The ESL Computer Instructor will assist limited English proficient adult learners enrolled in our Adult Basic Education programming with the digital literacy skills needed to succeed in the workforce and access postsecondary education or training opportunities.

The ideal candidate will display a deep commitment to offering high-quality literacy programming and be adept at developing innovative and culturally-competent lessons. They will be responsible for teaching computer classes at CMAA's main office, at offsite locations, or virtually.

### **About Us**

Chinese Mutual Aid Association (CMAA) is a community-based organization, dedicated to fostering the integration of the Pan-Asian immigrant and refugee community into U.S. culture. Established in 1981, CMAA has been a cornerstone of the Uptown community since then, providing programming for generations of low-income youth, adults, and senior citizens. The Adult Education and Workforce Department provides English as a Second Language, Adult Basic Education, Contextualized Healthcare Literacy Bridge, and Digital Literacy classes, and assists clients with transitioning into the workforce and further education, through workshops and individualized counseling.

### **Essential Function and Responsibilities**

*The ESL Computer Instructor is responsible for the following:*

- Planning, organizing, and providing English-language digital literacy classes to limited-English proficient adults at CMAA's Chicago office, local partners' sites, or virtually.
- Developing and delivering lesson plans that utilize a broad range of differentiated techniques, ensuring that learners meet or exceed state-wide program metrics
- Monitoring student attendance, goals, referrals, and testing; administering assessments for the purpose of evaluating student progress; working with CMAA staff to ensure that students are able to access a wide array of support services
- Advocating on behalf of Adult Education students; working with adult education staff and leadership to identify opportunities for program growth
- Other duties as assigned

### **Key Competencies**

*We're seeking candidates who have excellent organizational skills, demonstrate initiative and strong critical thinking skills, and are strong communicators. You should have:*

- Bachelor's degree (required)
- Previous experience teaching English as a Second Language or Adult Basic Education to adults (preferred)
- A commitment to meeting a high bar
- A strong interest in working with a limited English proficient population
- Experience managing multiple projects, the ability to keep concise and accurate records, the ability to adapt to changing work priorities and maintain flexible working hours
- Proven ability to work both independently and as a team member, cooperating with and demonstrating cultural sensitivity to staff and constituents
- Ability to complete work remotely as needed; access to reliable internet
- Fluency in a second language is preferred, especially Amharic, Cantonese, Mandarin, and/or Vietnamese

### **How to Apply**

Please send a cover letter and resume to Madeleine Azcueta, Senior HR Generalist, at [madeleine@chinesemutualaid.org](mailto:madeleine@chinesemutualaid.org), by September 24, 2021.

*Chinese Mutual Aid Association is an Equal Opportunity Employer.*