ESOL Instructor & Outreach Ambassador

QARI (Quincy Asian Resources, Inc.) is a not-for-profit social-service organization providing Asian and immigrant clients in MA, RI and NYC with opportunities to grow and succeed through our cultural and linguistically competent services and programs. Our integrated service model helps maximize QARI’s outreach and impact to the immigrant community; and to provide our clients with resources and pathways for growth across all ages. QARI is committed to paving innovative ways to connect with immigrants most in need of support and to empower all in our communities to thrive.

Wutabon, a subsidiary of QARI, means immigrant utopia. QARI and Wutabon partner with world renowned employers to help support immigrant workforces’ personal and professional growth through various employment pathways and wrap-around social services for immigrant employees and their families. We together build the Wutabon for our immigrant workforce.

To support these programs, QARI/Wutabon is seeking a dynamic and passionate individual to support our adult education programs and outreach campaigns in Rhode Island, Massachusetts, and/or New York City. In this role, you will help us support our workforce informing them of QARI/Wutabon’s services and programs and providing access to these resources. This includes providing English instruction to limited English proficient employees, evaluating student progress, and promoting a student-centered model with an interactive and responsive classroom approach. This role includes teaching and student advisory services, with your goal to understand and support workers’ needs, and communicate these needs to management to inform new program development. This role will ensure employees who enroll in our programs and services are getting what they need to be successful.

FLSA Status: Non-Exempt
Hours/Week Category: Full Time
Reports To: Adult Education Lead

Responsibilities:

- Orienting students and deciding on appropriate course of study.
- Planning and documenting lessons and attendance.
- Providing English instruction to adult students with limited English proficiency.
- Attending staff development, training and professional activities as required.
- Evaluating student progress on a regular basis, as well as, providing students with feedback regarding performance in class and any obstacles that may be impeding progress.
- Being flexible to individual learning styles, and setting appropriate limits to ensure all students have an equal opportunity to learn.

www.qariusa.org
Assisting students in areas of difficulty and providing additional material for students who will benefit from extra work.

Forming professional relationships with delivery drivers as well as warehouse personnel and other DSPs.

Cooperating with other Wutabon locations and staff to publicize Adult Education programs.

Creating virtual recorded lessons for students unable to attend due to schedule conflicts.

Designing incentives for employees to attend English lessons.

Focusing on program growth, outreach and support for immigrant employees and students.

Incorporating cultural/language immersion in the workplace.

Communicating with Adult Education Lead and other staff as necessary.

**Skills & Qualifications:**

- Native or near-native proficiency in English
- Required bilingual candidate (English/Spanish preferred)
- BS/BA in Education or related field, TESOL Certificate and/or Masters preferred
- 2-3 years of workplace or related training/teaching experience preferred
- Coordinator experience helpful
- Knowledge of adult learning theory
- Ability to work with a diverse group of clients
- Presentation and facilitation skills, including online/virtual teaching skills
- Strong Microsoft Office and Google Suite skills
- Strong written and oral communication skills
- Interpersonal, communication and organizational skills
- Ability to work as part of a team as well as independently
- Able to deliver lessons in a flexible manner and improvise as necessary
- Ability to prioritize
- Time-management skills
- Organizational skills
- Ability to define and accomplish goals

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Valid driver’s license and ability to travel in Massachusetts and/or Rhode Island.

Interested applicants should submit their cover letter and resume to Human Resources at hr@quincyasianresources.org.