

## **Chinese Mutual Aid Association: Part-Time English as a Second Language Instructor – Elgin Satellite Office**



Chinese Mutual Aid Association (CMAA) is seeking an English as a Second Language (ESL) Instructor to support its Adult Education and Workforce programs. The ESL Instructor will prepare limited English proficient adult learners to succeed in the workforce, access postsecondary education or training opportunities, and otherwise participate in their communities. This position is part-time (approximately 19 hours per week). Please note that all classes are being taught virtually at this time this is temporary until it is safe to resume in- person teaching. Until then, candidates must have access to reliable internet to conduct classes and be able to travel to the Elgin office as needed to collect materials.

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 ESL classes at CMAA's Elgin office, offsite locations, and/or virtually.

### **About Chinese Mutual Aid Association**

Chinese Mutual Aid Association 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. In addition to offering services out of their main site in Chicago, CMAA, in partnership with the Lao American Organization of Elgin, expanded to Elgin in 2016, offering in-home health services to the elderly. CMAA has also been offering adult education programming in Elgin since November 2017.

### **Job Responsibilities**

The English as a Second Language Instructor is responsible for the following:

- Planning, organizing, and providing English-language and literacy classes to limited-English proficient adults at CMAA's main Elgin office, local partners' sites, and/or virtually
- Developing and delivering lesson plans that utilize a broad range of differentiated techniques, addressing Illinois ESL Content Standards and 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:

- Previous experience teaching English as a Second Language to adults (required)

- A bachelor's degree (required)
- A demonstrated commitment to meeting a high bar and a history of getting things done even in the face of obstacles
- 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
- Strong digital literacy skills, including familiarity with Google Workspace, Zoom, Google Classrooms

Candidates must have reliable transportation. Evening and weekend hours may be required.

### **How to Apply**

Please send a cover letter and resume to Madeleine Azcueta, Senior HR Generalist, at [madeleinea@chinesemutualaid.org](mailto:madeleinea@chinesemutualaid.org) by September 17, 2021.

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