

TITLE: Citizenship Instructor

REPORTS TO: Assistant Manager of Education and Employment

JOB STATUS: Part-time and non-exempt



About Us

Chinese Mutual Aid Association (CMAA) is a non-profit organization that assists immigrants, refugees and low-income families in Chicago and its suburbs. Founded in 1982 by ethnic Chinese refugees from Vietnam, the organization today has expanded to a staff of approximately three hundred employees who speak over twenty languages. CMAA services include after-school youth programming, job training and placement for adults, and elderly care for seniors.

Job Description

Chinese Mutual Aid Association (CMAA) is seeking a Citizenship Instructor to support its Adult Education, Workforce, and Citizenship programs. The Citizenship 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, consisting of three direct instruction hours per week in addition to paid prep time.

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 Citizenship classes at CMAA's main office or at offsite locations.

Essential Function and Responsibilities

The Citizenship Instructor is responsible for the following:

- Planning, organizing, and providing English-language Citizenship classes to limited-English proficient adults at CMAA's main office and local partners' sites
- Developing and delivering lesson plans that utilize a broad range of differentiated techniques 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
- Conducting outreach for classes and citizenship programming; registering students for classes
- Advocating on behalf of Adult Education students; working with adult education and citizenship staff and leadership to identify opportunities for program growth
- Other duties as assigned

Qualifications

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

- 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
- Previous experience teaching English as a Second Language or Citizenship to adults is required;
- Bachelor's degree is required

Evening and weekend hours may be required.

Work Environment

- This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

- Physical demands include the ability to stoop occasionally, reach frequently, handle objects occasionally, talk and hear constantly, frequent use of near visual acuity, and occasional use of far visual acuity.

Perks

- Opportunities for growth and to give back to communities
- Fun, high-energy culture
- Access to an exceptional leadership team

Chinese Mutual Aid Association provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

How to Apply

Please send a cover letter and resume to Alana Slezak Masebe, Manager of Civics and Community Integration, at alanas@chinesemutualaid.org.