



NASHVILLE INTERNATIONAL  
*Center for Empowerment*

**Adult Education – Evening ESL Instructor**

*Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensure refugees and immigrants achieve their full potential now and for generations to come. The Adult ESL Instructor will report to the Adult Education Manager and will work closely with education program staff. This is a part-time, on-site 10 hour a week position.*

**Major responsibilities:**

- Teach english language classes to adults that incorporate civics and workforce development skills
- Prepare and record lesson plans for classrooms that are culturally responsive and targeted to the assessed needs of learners
- Promote workforce development opportunities to students in the classroom
- Incorporate distance education opportunities through online and digital learning tools as assigned.
- Record and monitor student attendance and student progress
- Co-teach with volunteer instructors as assigned.
- Attend training and workshops that address improved instructional and classroom management practices as assigned.
- Maintain regular communication with the Lead Site Instructor.

**Successful candidates will demonstrate:**

- Ability to work with a diverse team.
- Ability to plan, prioritize, manage, and execute tasks on timely matters
- Strong interpersonal and verbal communication skills
- Have high levels of motivation, self-reliance, and independence
- Ability to troubleshoot/problem solve

**Requirements:**

- Availability Tuesdays, Wednesdays, and Thursdays from 6-8PM
- Excellent written and oral English proficiency
- Demonstrated knowledge of ESL teaching strategies
- Familiarity with Microsoft excel, information databases, internet and email
- Commitment to live and work in Nashville, Tennessee
- Reliable transportation

**Experience:**

- Qualification to teach English Language Learners. Acceptable qualifications include MEd, MA, or MAT in ESL or TESOL, TESL or TEFL certificate from a qualifying agency
- Minimum 1 year relevant work experience with qualification or 4 year's equivalent work experience. Experience in a WIOA funded program is preferred but not required.
- A bachelor's degree or higher preferred

**COMPENSATION:** \$20.00/hr

**Job Type:** part-time

**Contact Information and Procedure:**

Send resume to [ally@empowernashville.org](mailto:ally@empowernashville.org). Qualified candidates will be contacted for an interview. No calls

APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.