NASHVILLE INTERNATIONAL
*Center for Empowerment*

## Adult Education – Evening ESL Instructor Job Description

Nashville International Center for Empowerment (NICE), established in 2005, is a nonprofit 501(c)(3) community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come.

The ESL Instructor reports to the Associate Manager of Curriculum and Instruction and works closely with the Site Coordinator. This is a 10-hour week, part time position.

**General Responsibilities:**

- Teach English language classes to adults that incorporate civics and workforce development skills
- Prepare 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
- 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
- Assist the Adult Education department as assigned

**Requirements:**

- Demonstrated Knowledge of ESL Teaching Strategies
- Availability weeknights from 6-8PM
- Reliable Transportation
- Bachelor's Degree
- Qualification to teach English Language preferred or 4 years equivalent work experience

**Salary & Benefits:**

- **Job Type:** Part-time
- **Salary Range:** $24/hour

**To Apply:**

Send a cover letter, resume, and two professional references to careers@empowernashville.org. Applications without the requested information will not be considered. Qualified candidates will be contacted for an interview. No calls or emails.

NASHVILLE INTERNATIONAL
*Center for Empowerment*

**APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.**

*Nashville International Center for Empowerment does not and shall not discriminate on the basis of race, ethnicity, color, religion (creed), gender, gender identity/expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, and vendors.*