



## Workplace English Program Coordinator Job Posting

### Position Snapshot

**Title:** Workplace English Program Coordinator

**Type:** Full-time Salary Exempt (0.8 FTE - 32 hours per week)

**Schedule and Location:** Flexible - Hybrid

**Office Address:** 650 East 4500 South, Suite 220 Salt Lake City, UT 84107

**Pay Range:** Salaried. \$43,264-44,928 ( based on \$26-27/hr), depending on experience

**Projected Start Date:** ASAP

**Applications will be reviewed on an ongoing basis until the position is filled.**

**To apply, send a cover letter and resume via email to [careers@eslcenter.org](mailto:careers@eslcenter.org).**

**\*\*Applications received elsewhere will not be considered. See DEI note below.**

### Get to Know the ESLC

The English Skills Learning Center (ESLC) is a 501(c)3 charitable organization that has been serving Salt Lake County since 1988. Our mission is to integrate and strengthen communities by breaking language and cultural barriers.

All of our work centers on the concept of two-way mutual integration, which means that both English language learners AND fluent English speakers are responsible throughout the integration process. Fluent English speakers can learn with us by attending workshops, becoming a volunteer, or even participating in a community book club. For English language learners, the ESLC specializes in teaching English language and civics for adults with limited and interrupted formal education. We create a safe-space for everyone to learn and grow together in order to reach our vision of a community where all voices are celebrated.

### Get to Know the Team

The ESLC team is a group of high-quality humans working together to make our community better. We are constantly seeking professional development opportunities and sharing knowledge with others on the team and externally, when possible, to ensure that our practices are research-based and effective. We lean on each other when needed and celebrate both victories and failures as we go. We are truly a family – but a family that respects boundaries, honors work-life balance, and supports you and your mental health any way we can. We are an organization that realizes the lines between work and life are sometimes blurry, so it should be noted that children, dogs, and cats are often present during virtual meetings.

### Get to Know the Position

Under the supervision of the Associate Director, the Workplace English Program Coordinator will:

- Oversee all ESLC program operations in the program, including partnership management, student enrollment and assessment, student recognition, and data entry and analysis

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- Teach English as an additional language courses on-site at partner companies
- Implement and adapt curriculum, materials, and resources to promote language acquisition and enhance workplace skills
- Assist in securing contracts with local employers and establishing new community partnerships
- Develop strong relationships with partner companies to identify their language education needs, coordinate program implementation, and ensure alignment between their business objectives and federal grant requirements
- Collaborate with partner companies to identify participants, schedule classes, and manage logistics
- Track attendance and maintain accurate records of program participation and progress for both individual participants and company leadership
- Prepare and deliver comprehensive reports on program outcomes, including participant achievements, program effectiveness, and any areas for improvement
- Stay updated on trends and best practices in language education, workplace communication, and adult learning methodologies
- Meet at least every month with the Director Team to discuss successes and challenges as well as any program needs
- Actively participate in team meetings, workshops, outreach events, and other organizational activities to contribute to the overall success of the nonprofit's mission

### **Qualifications**

- Demonstrated teaching experience, preferably in adult education, or other related field
- Exceptional interpersonal skills with the ability to interact effectively with individuals from diverse cultural and professional backgrounds.
- Strong organizational and time-management skills, with the ability to handle multiple tasks and meet deadlines.
- Proficiency in using technology and educational software for language instruction and program management (e.g., Google Suite, LACES LiteracyPro, UTopia)
- Ability to work with limited supervision and to collaborate with a team
- Ability to maintain confidentiality of privileged information
- A desire to help people live with dignity and agency, regardless of their English language proficiency
- Proficiency in a language other than English is preferred, but not required

### **Please Note**

A background check will be performed on the chosen candidate. This organization uses E-Verify.

As a Workplace English Program Coordinator, you will be responsible for teaching English courses on-site at various partner companies. Therefore, having a dependable mode of transportation is essential to ensure prompt and consistent attendance at different locations. Applicants should consider this transportation requirement before applying for the position. We appreciate your understanding and commitment to fulfilling the responsibilities of this role effectively.

### **Compensation**

The position will be 0.8 FTE (32 hours/week), salary range \$43,264-44,928 (\$26-27/hr), depending on experience. Flexible, hybrid schedule.

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Vacation and sick days along with access to health insurance are available for full-time employees. In addition to personal leave, the office is closed for nine (9) paid holidays and for the week between Christmas Eve and New Year's Day. Mileage reimbursement is also available to support site-to-site travel. Opportunities to participate in professional development are also available.

And last, but not least, a spot on a team of really amazing people!

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### **Diversity, Equity, and Inclusion (DEI) Efforts**

All names and gender markers are removed from applications before they are reviewed, which is why applications MUST be submitted by emailing [careers@eslcenter.org](mailto:careers@eslcenter.org).

We also recognize that potential applicants coming from historically marginalized groups tend to apply for jobs only if they meet 100% of the qualifications and experience listed. We encourage anyone who feels this job may be a good fit with their experience and interests to apply, regardless of being able to "check" every box listed above.