



Citizenship Program Coordinator Job Posting

Position Snapshot

Title: Citizenship Program Coordinator

Type: Full-time Salary Exempt (1.0FTE - 40 hours perweek)

Schedule and Location:Flexible - Hybrid

Office Address: 650 East 4500 South, Suite 220 SaltLake City, UT 84107

Pay Range:Salary based on \$20-21/hr, depending on experience

Projected Start Date ASAP

Applications will be reviewed beginning on March 8, 2023.

To apply, send a cover letter and resume via email to 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 Citizenship Program Coordinator will:

- Oversee all ESLC program operations in the Citizenship Program, including assessment, student recruitment, and recognition
- Collaborate closely with the Citizenship Instructor to providing oversight and assistance for classes, curriculum, and other job duties
- Mentor volunteer teachers with regular communication, instructional materials, team-teaching, and observations
- Substitute classes, as needed
- Collect and manage data for students and volunteers to track outcomes of the program, maintaining relevant databases and files
- Assist with regular volunteer trainings and quarterly workshops
- Develop and maintain community partnerships, including those with Catholic Community Services, USCIS, and host locations
- Develop and implement outreach plans to inform and engage adult immigrants and refugees who are eligible to enroll in the Citizenship Program
- Meet at least every month with the Director Team to discuss successes and challenges as well as any program needs

Qualifications

- Demonstrated experience in adult education, program administration, or other related field
- Ability to motivate, mentor, and supervise volunteers
- Above average ability to communicate verbally and in writing with diverse individuals
- Experience working with low to moderate-income community groups
- Strong organizational and time-management skills
- 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 GoogleSuite (GMail, Calendar, Chat, Docs, Sheets, Slides) preferred, but not required
- 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.

Compensation

The position will be 1.0 FTE (40 hours/week) \$20-21/hr, depending on qualifications and experience. Flexible, hybrid schedule.

Vacation and sick days along with access to health insurance are available for full-time employees.

Opportunities to participate in professional development 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.

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.