Job Title:	Workplace ESOL Teacher
Job Status:	Part-time, temporary contract
Location:	In person (Everett, MA)
Course:	Beginner & Intermediate English for Manufacturing
Course Schedule:	Tuesdays & Thursdays, 10AM-12PM; 1PM-3PM
Course Duration:	January 2027 - May 2027

Background:

English for New Bostonians (ENB) ensures access to high-quality English classes so that adult immigrants across race, education, and migratory backgrounds can pursue their aspirations and contribute to a Commonwealth that fully values their talents and voices.

As part of this mission ENB partners with employers across several industries to bring contextualized Workplace ESOL classes directly to the workplace. With support from ENB, the Workplace ESOL Teacher will craft and deliver an English class with a dual focus to meet both the workers' needs and the business that employs them.

Responsibilities:

- Provide 160 hours of workplace English instruction for up to 30 beginner or intermediate level students at a manufacturing company in Everett, MA.
- Review and adapt all existing curriculum and other materials provided by ENB according to the unique training needs and goals of the workers and employer
- Select textbooks and/or other materials to further contextualize the curriculum for the specific needs of the company.
- Promote effective, innovative practices to maximize participation, skill acquisition and impact.
- Meet weekly for ~1-hour or as needed with ENB to report updates, highlight successes, and troubleshoot challenges as they emerge.
- Maintain program records, including attendance, curriculum documentation, and assessment results.
- Coordinate evaluation of students' English language levels and progress and ensure all outcomes and evaluation requirements are met, in coordination with the ENB team.
- In coordination with ENB, contribute to a final written report including student evaluation, overall impact, and lessons learned.

Qualifications

- At least two years' experience as an adult ESOL teacher, ideally within the last five years.
- Strong organizational, writing, and project management skills; ability to work independently and with flexibility to adapt to needs of the company.
- Familiarity with Microsoft Office and Google Suite.
- Ability to work as part of a team and in culturally diverse environment.
- Familiarity or direct experience with manufacturing or other related workplaces is a huge plus!

Compensation

- Up to $24,800 for the entirety of the 80-hour class, to be paid as follows:
    - $2,000 for pre-course prep, to be completed in 2 weeks prior to course start-date
    - $20,800 for instruction, prorated on a monthly basis at $130 per hour of instruction delivered
    - $2,000 for post-course wrap-up in the 2 weeks following completion of the course

To Apply

Send résumé with the subject line "Workplace ESOL Teacher" to Suzanne Metro, Business Partnerships Manager: smetro@englishfornewbostonians.org

Please note: English for New Bostonians partners with many businesses across several industries. If you are interested in being considered for additional opportunities to teach workplace ESOL onsite or online for one of our partner businesses, please complete this short interest form.

ENB is an Equal Opportunity Employer and encourages women and people of color to apply.