



## POSITION ANNOUNCEMENT

### ESL Instructor

#### About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit [www.lacasanwk.org](http://www.lacasanwk.org) and be sure to follow @lacasanwk on all social media platforms.

#### Who we Seek

La Casa de Don Pedro seeks an ESL Instructor who will support the Program Coordinator in assisting with the day-to-day administration and operations of the Community Empowerment pillar. To be successful in this role, the ESL Instructor should be passionate about teaching, experienced in contextualized instruction, and enjoy working with adults. The ESL Instructor will serve as an integral member of the Community Empowerment team and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

#### Duties and Responsibilities:

- Provide in-person and/or virtual, group instruction to students who are interested in bettering the English Language Skills in order to obtain employment, grow in current employment, communicate more effectively, and/or further integrate into American culture.
- Build contextualized ESL lesson plans by incorporating targeted vocabulary and technical information based on the specific class cycle(s) being taught.
- Work with students to improve their oral and writing skills.
- Take, monitor, and report attendance.
- Work in conjunction with the Program Coordinator to address any disciplinary or attendance concerns.
- Assist students in acquiring foundations for working with people, safety, systems, and related soft-skills necessary in the workplace and community interactions.

#### Educational, Required Skills and Experience Requirements:

- Bachelor of Arts Degree or TESOL Certification.
- Minimum of 1 year of experience teaching ESL preparation classes to the adult population.
- Excellent organizational, presentation, communication, and interpersonal skills.

#### Physical Requirements:

- Required to sit/stand for long periods of time.\*

*\*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Compensation, Schedule, and Other Information:**

- **Employment type:** Temp
- **FLSA status:** Non-Exempt
- **SOC code:** 25-3011
- **Reports to:** Program Counselor
- **Schedule:** Monday – Thursday; 10:00am – 1:00pm (**in-person and virtual**)
- **Compensation:** \$30.00 per hour
- **Fringe Benefits:** Employee assistance program and paid sick leave.

**To Apply**

- Please send a resume along with a thoughtful cover letter via e-mail to [careers@lacasanwk.org](mailto:careers@lacasanwk.org) with “**ESL Instructor**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

*La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.*