



**Kentucky Refugee Ministries, Louisville**  
**ESL Program Coordinator/Instructor (full-time)**

**Summary**

KRM enrolls over 300 students per year in English as a Second Language (ESL) and Cultural Orientation (CO) classes. Students learn language skills that will assist them in their resettlement process. ESL classes are taught year-round and in 12-week cycles. The classes are rolling enrollment. ESL instruction is offered four days per week, with the fifth day devoted to cultural orientation programming interpreted into clients' native language.

Students are recently-arrived refugee and immigrant adults from a range of countries. Students start ESL classes shortly after arrival in the U.S./Louisville and attend up until the agency secures them employment, which is generally after four to six months. Under the federal refugee program, ESL participation is mandatory part of most clients' resettlement plan, with attendance required for receipt of refugee cash assistance benefits.

Currently, all classes are offered online via Zoom. At some future date, conditional on a substantial reduction in community COVID exposure risk, KRM's ESL program may transition to a hybrid of online and in-person classes, or all in-person instruction.

The ESL Coordinator ensures provision of high-quality English as a Second Language classes—online or in-person—for adult language learners of varying proficiency levels. This includes curriculum development. The Coordinator also works with other ESL teaching staff, caseworkers, volunteers, and other community and agency partners to coordinate ESL education, conduct student assessments, track participation, and collect program data for grant reports. The Program Coordinator orders educational supplies and equipment for the ESL program. As well as a solid background in language teaching, the ESL Program Coordinator/ Instructor must have strong communication and organizational skills.

The ESL Coordinator will also teach one daily ESL class. The course will focus on functional, conversational English that will help recently-arrived immigrants prepare to navigate daily life and the workforce. In addition to teaching, this position involves planning and maintaining a 12-week curriculum. Currently this class meets online via Zoom for 90 minutes a day. If classes revert to in-person, class time may be extended to three hours a day.

The Coordinator also works closely with volunteers and interns who assist with class lessons and individual/small group student instruction, be it online or in-person.

## **Essential Duties**

### Administrative Tasks

- Assess ESL program needs, and coordinate with all ESL teaching staff, caseworkers and program leaders
- Manage enrollment, track student attendance and absences and complete any related data entry in agency online case management databases
- Assist in preparing regular narrative and program data reports
- Conduct standardized English proficiency assessments of all students entering and exiting KRM's ESL program
- Communicate with other teaching staff about class and student needs and progress
- Provide training materials for ESL staff, substitutes, volunteers and interns
- Connect volunteers with individual students, small groups or classrooms as necessary.
- Respond to emails and phone calls from other KRM staff, in regards to student attendance and progress
- Plan regular ESL staff meetings and attend agency wide meetings
- Monitor inventory of textbooks and other supplies, physical and digital filing systems, and other practical resources used in teaching and administrative tasks
- Manage distribution of monthly bus passes for all ESL students

### Teaching

- Disseminate accurate knowledge of functional English language structure and usage within the context of necessary everyday community navigation
- Empower and encourage students to use English in the classroom and their daily lives
- Contact students for online classes and troubleshoot student connectivity issues
- Connect students to needed community resources and provide, where possible, English language instruction related to accessing such resources and services
- Assess student progress
- Adapt curriculum based on current students' needs to ensure students are able to succeed within a reasonable time period
- Work with classroom volunteer tutors and interns to provide individual and small group ESL instruction

## **Job Requirements**

- One year experience teaching ESL to adults is required
- Bachelor's or Masters' degree
- Strong computer skills, including proficiency in teaching via Zoom
- Previous cross-cultural experience required, preferably in a social service or educational setting

## **Specialized Skills**

- Educational leadership and language teaching experience needed to maintain a dynamic, interactive ESL curriculum that is relevant to recently-arrived immigrants' real-world needs
- Organizational ability to track enrollment and participation of a large number of students
- Flexibility in managing a fluctuating enrollment based on uneven immigrant and refugee arrival flows
- Cross-cultural experience and commitment to diversity necessary to promote a welcoming and supportive learning environment for immigrant students
- Classroom management skills, particularly ability to teach a multi-level class and promote student-centered, interactive learning
- Ability to supervise volunteers in classroom and in individual tutoring arrangements to ensure effective teaching methods
- Strong interpersonal skills; ability to work collaboratively with other KRM staff and community stakeholders and service partners
- Demonstrated capability to effectively communicate orally and in writing

## **Agency Profile**

Founded in 1990 as a nonprofit agency in Louisville, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service, one of nine national voluntary agencies authorized to provide resettlement services to refugees admitted to the United States through the State Department's Refugee Admissions Program (USRAP).

KRM Louisville also currently serves a sizeable number of recently-arrived Cuban migrants, as well as small number of individuals from various countries who have been approved for asylum and those applying for asylum.

KRM secures housing and medical care for refugees and provides them with comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for refugee youth and elders and the arts. KRM also offers citizenship classes for refugees and immigrants preparing to apply to become naturalized U.S. citizens. KRM's Louisville office has an immigration legal services office with six full-time staff, including three attorneys, who provide a services to immigrants of all legal statuses.

KRM staff do not engage in any religious messaging in connection to delivery of client services.

## **Salary and Benefits**

This is a full-time position, 40 hours a week, during normal business hours. Salary commensurate with experience and background. Benefits: Medical, dental, vision and life insurance; paid vacation, holidays, sick and personal days.

## **To Apply**

Interested applicants should email a résumé and cover letter by Friday, March 12, to—

John Koehlinger  
Executive Director  
Kentucky Refugee Ministries  
969-B Cherokee Road  
Louisville, KY 40204  
[jkoehlinger@kyrm.org](mailto:jkoehlinger@kyrm.org)

Those who have previously applied for a position at KRM are eligible to reapply. Only applicants selected for an interview will be contacted.