



**Kentucky Refugee Ministries, Louisville**  
**ESL and Cultural Orientation Instructor (part-time, 20 hours per week)**

**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.

Currently, all classes are offered online via Zoom. The ESL and CO Instructor must be adept at presenting materials online and managing an interactive online learning environment. At some future date, conditional on a substantial reduction in community COVID exposure risk, the position may transition to a hybrid of online and in-person classes, or all in-person instruction.

The ESL Instructor provides high-quality ESL education to beginning level, adult learners. In addition to teaching, this position involves planning and maintaining a 12 week curriculum. The ESL Instructor also works closely with volunteers who assist with class lessons. While students in this class will have a beginning level of proficiency, the instructor must be sensitive to individual student understanding and able to tailor content accordingly. Strong communication and organizational skills are a must.

KRM also provides weekly Cultural Orientation classes to all adult clients who are enrolled in KRM's ESL Program. CO consists of two parts: a participatory lesson taught by KRM staff and interpreted into the clients' native language, that covers one of 15 basic CO topics; and a speaker presentation provided by a community service provider or staff member about a topic that will aid in participants' adjustment to their new community.

**Essential Duties**

The ESL Instructor will teach one beginner level class, four mornings a week, focusing on language skills that will best prepare students for the workforce and day-to-day life in Louisville. They will also teach one Cultural Orientation on Wednesday mornings. ESL classes will be held from 10:00 AM to 11:30 AM on Monday, Tuesday, Thursday and Friday. Cultural Orientation is held between 9:30 AM to 1:00 PM on Wednesdays.

Instructor responsibilities include:

### 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
- Work with bilingual interpreters to teach CO classes

### Administrative Tasks

- Track student attendance and absences
- Assist in preparing regular narrative and program data reports
- Communicate with other teaching staff about class and student needs and progress
- Provide training materials for volunteers and interns
- Connect volunteers with individual students, small groups or classrooms as necessary
- Respond to emails and phone calls from other KRM staff regarding student attendance, progress, and resettlement program compliance

### **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**

- Classroom management skills, particularly ability to teach a multi-level class and limited-English-proficient clients
- Ability to supervise volunteers in classroom and in individual tutoring arrangements to ensure effective teaching methods
- Organized and detail-oriented
- Comfort working with clients of diverse nationalities, cultures, and abilities
- Comfort with teaching through interpreters (for Cultural Orientation)
- Strong interpersonal skills; ability to connect with diverse types of organizations: schools, businesses, government, faith organizations, etc.
- Demonstrated capability to effectively communicate orally and in writing

- Ability to work well with a diverse group of staff and volunteers
- Ability to effectively manage a variety of tasks, projects, and responsibilities

### **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.

### **To Apply**

Interested applicants should email a résumé and cover letter by Tuesday, March 2, to—

Katie Mills  
ESL Coordinator Kentucky Refugee Ministries  
Kentucky Refugee Ministries  
969-B Cherokee Road  
Louisville, KY 40204  
[kmills@kyrm.org](mailto:kmills@kyrm.org)