



**Kentucky Refugee Ministries, Louisville**  
**ESL and Citizenship Instructor (full- or part-time options)**

**Summary**

KRM enrolls over 800 students per year in online English as a Second Language and Citizenship classes. Students learn language skills that will assist them in their resettlement process. ESL and Citizenship classes are currently taught in-person and on Zoom and focus on essential, day-to-day language. All classes are rolling enrollment.

The ESL and Citizenship Instructor will provide high-quality ESL and Citizenship preparation education to multilevel adult learners. In addition to teaching, this position involves planning and maintaining a curriculum, conducting outreach, collecting student data for reports, and conducting English placement tests. The ESL and Citizenship Instructor also works closely with volunteers who assist with class lessons and works with students outside of class. Strong communication and organizational skills are a must.

**Essential Duties**

The ESL and Citizenship Instructor will be responsible for leading the following three classes, totaling 19 contact hours per week and 21 hours per week for administrative duties and class/curriculum preparation:

1. One preliteracy-level class, two days a week, focusing on language and literacy skills that will best prepare students for the workforce and day to day life in Louisville. These classes will be held in person **Tuesday and Thursday 9:30 AM to 12:30 PM (6 contact hours per week)**.
2. One intermediate-level class, four afternoons a week, focusing on language skills that will best prepare students for the workforce and day-to-day life in Louisville. These classes will be held virtually via Zoom **1:00 PM to 2:30 PM on Monday and Friday** and in person **1:00 PM to 3:00 PM Tuesday and Thursday (7 contact hours per week)**.
3. Two multi-level classes focusing on citizenship readiness that includes ESL, American history, civics, and government, and the N-400 Application for Naturalization. One class will be held in person at Americana Community Center on **Monday and Wednesday 6:30 PM – 8:30 PM** and one class will be held on Zoom **Thursday 5:30 PM – 7:30 PM (6 contact hours per week)**.

## **COVID-19 Work Arrangements**

- KRM currently has an in-person/in-office requirement of 40% of scheduled work hours for all employees. The ratio of in-person to remote teaching may increase.
- All KRM staff must provide proof of vaccination against COVID-19.

## **Teaching Responsibilities**

- Create a welcoming and supportive learning environment
- Disseminate accurate knowledge of the English language, essential community resources, and accurate knowledge of the process to become a naturalized U.S. citizen
- Engage students in interactive language learning and practice
- Help students apply English to real-world contexts and situations, including accessing community resources
- Adapt ESL and citizenship curriculums based on current students' needs to ensure student interest, understanding and progress
- Work with classroom volunteer tutors and interns to provide individual and small group ESL/Citizenship instruction

## **Administrative Tasks**

- Track student attendance
- Contact students for online classes and troubleshoot student connectivity issues
- Communicate with other teaching staff about class and student needs and progress
- Provide training materials for volunteers and interns

## **Job Requirements**

- At least one year of experience teaching ESL to adults
- Bachelor's or Master's degree
- Strong computer skills, including proficiency teaching via Zoom
- Previous cross-cultural experience, preferably in a social service or educational setting

## **Specialized Skills**

- Online and in-person classroom management skills, particularly ability to teach limited English proficient clients in a multi-level classroom
- Ability to assess proficiency levels of ESL learners
- Ability to supervise volunteers in classroom and individual tutoring arrangements to ensure effective teaching methods
- Strong organizational skills and detail orientation
- Comfort working with clients of diverse nationalities, cultures, and abilities
- Ability to effectively manage a variety of tasks, projects, and responsibilities
- Ability to work productively in an ever-changing environment

## Agency Profile

Founded in 1990 as a nonprofit agency in Louisville, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service (CWS), 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. KRM also has offices in Lexington and Covington, Kentucky.

In addition to refugees, KRM serves Afghan, Ukrainian and Cuban parolees, and individuals from various countries who have been approved for, or are 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 immigrants preparing to apply for U.S. citizenship. KRM's immigration legal services offices include six full-time immigration attorneys, who provide services to immigrants of all statuses. KRM also provides services to immigrant victims of crime.

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

## Compensation and Benefits

- Non-exempt position, 40 hours per week preferred. Open to considering qualified part-time candidates available to teach morning, afternoon or evening classes only.
- Benefits for f/t staff: Medical, dental, vision and life insurance; paid vacation, holidays, sick and personal days; employee assistance program (EAP).
- Benefits for p/t staff: pro-rated paid vacation, holidays and sick

## To Apply

Interested applicants should email a résumé and cover letter by Friday, November 11<sup>th</sup>, to both—

Jonathan Kays  
ESL Coordinator  
[jkays@kyrm.org](mailto:jkays@kyrm.org)

Jason Wade  
Citizenship Coordinator  
[jwade@kyrm.org](mailto:jwade@kyrm.org)

Only applicants selected for an interview will be contacted.