



## Part-time English Language Instructors

Please note: The ESLC accepts applications for part-time teaching positions year round. Current openings can be found on our website at [eslcenter.org/careers](http://eslcenter.org/careers) and will be sent to you upon receipt of your application.

### Get to Know the ESLC

The English Skills Learning Center (ESLC) is a 501(c)3 charitable organization that has been serving Salt Lake County since 1988. Our mission is to integrate and strengthen communities by breaking language and cultural barriers.

All of our work centers on the concept of two-way mutual integration, which means that both English language learners AND fluent English speakers are responsible throughout the integration process.

Fluent English speakers can learn with us by attending workshops, becoming a volunteer, or even participating in a community book club. For English language learners, the ESLC specializes in teaching English language and civics for adults with limited and interrupted formal education. We create a safe-space for everyone to learn and grow together in order to reach our vision of a community where all voices are celebrated.

### Get to Know the Team

The ESLC team is a group of high-quality humans working together to make our community better. We are constantly seeking professional development opportunities and sharing knowledge with others on the team and externally, when possible, to ensure that our practices are research-based and effective. We lean on each other when needed and celebrate both victories and failures as we go. We are truly a family – but a family that respects boundaries, honors work-life balance, and supports you and your mental health any way we can. We are an organization that realizes the lines between work and life are sometimes blurry, so it should be noted that children, dogs, and cats are often present during meetings.

### Responsibilities

The English instructor will be supervised by a Program Coordinator and is responsible for the following:

- Prepare daily lessons for classes; adjustments to the curriculum may be made as needed
- Keep a record of attendance and student work for each class

- Teach the assigned class
- Support students in the fulfillment of the competencies for each module and keep a record of student performance on the competencies to include on certificate
- Assist in post-testing at the end of a session of class
- Assist in creating reports at the end of each session of classes
- Attend the ESLC volunteer training
- Substitute teach for classes in other programs, as schedule permits and needs arise

### **Qualifications**

- Experience teaching English to adults, especially those with very limited written and oral proficiency
- Experience working with low-income or underprivileged community groups and experience working in multicultural environment
- TESOL certificate or equivalent certification strongly preferred

### **Please Note**

A background check will be performed on the chosen candidate. This organization uses E-Verify.

### **Hours/Compensation**

These are part-time positions, \$18-20/hr DOE. Working hours and hours per week are dependent on the program.

**To apply, send a cover letter and resume via email to [careers@eslcenter.org](mailto:careers@eslcenter.org). \*\*Applications received elsewhere will not be considered.**

### **Diversity, Equity, and Inclusion (DEI) Efforts**

All names and gender markers are removed from applications before they are reviewed, which is why applications **MUST** be submitted by emailing [careers@eslcenter.org](mailto:careers@eslcenter.org).

We also recognize that potential applicants coming from historically marginalized groups tend to apply for jobs only if they meet 100% of the qualifications and experience listed. We encourage anyone who feels this job may be a good fit with their experience and interests to apply, regardless of being able to “check” every box listed above.