



English Digital Literacy Instructor - Humanitarian Center Job Posting

Position Snapshot

Title: English Digital Literacy Instructor

Type: Full-time Salary Exempt (1 FTE - 40 hours per week)

Schedule: 7:00am-3:30pm, M-F

Location: Humanitarian Center, 1665 Bennett Rd, Salt Lake City, UT 84104

Pay Range: Salaried based on \$22-25/hr, depending on experience

Projected Start Date: ASAP

Applications will be reviewed on an ongoing basis until the position is filled.

To apply, send a cover letter, resume, and sample lesson plan via email to careers@eslcenter.org.

****Applications received elsewhere will not be considered. See DEI note below.**

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 virtual meetings.

Get to Know the Position

Under the supervision of the Humanitarian Center English Program Manager, the English Digital Literacy Instructor will:

- Teach Digital Literacy classes on site to adult multilingual English learners
 - Dedicate 4.5 hours per day to teaching and 3.5 hours to preparation, administration, and curriculum development.
- Implement and adapt curriculum, materials, and resources to build digital literacy, promote language acquisition, and enhance workplace skills
- Track attendance and maintain accurate records of program participation and progress
- Stay updated on trends and best practices in digital technology, language education, workplace communication, and adult learning methodologies
- Participate in regular staff meetings and trainings
- Meet regularly with supervisor to discuss successes and challenges as well as any program needs
- Actively participate in team meetings, workshops, outreach events, and other organizational activities to contribute to the overall success of the nonprofit's mission

Qualifications

- Demonstrated teaching experience, preferably in adult education, or other related field
 - Degree and/or certificate in TESL/TESOL preferred, equivalent experience considered
- Demonstrated experience with digital, communication, and/or information technology
- Exceptional interpersonal skills with the ability to interact effectively with individuals from diverse cultural and professional backgrounds.
- Strong organizational and time-management skills, with the ability to handle multiple tasks and meet deadlines.
- Proficiency in using technology and educational software for language instruction and program management (e.g., Google Suite, LACES LiteracyPro, UTopia)
- Ability to work with limited supervision and to collaborate with a team
- Ability to maintain confidentiality of privileged information
- A desire to help people live with dignity and agency, regardless of their English language proficiency
- Proficiency in a language other than English is preferred, but not required

Please Note

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

Compensation

The position will be 1.0 FTE (40 hours/week), salary range based on \$22-25/hr, depending on education and experience.

Vacation and sick days along with access to health insurance are available for full-time employees.

In addition to personal leave, the office is closed for nine (9) paid holidays and for the week between Christmas Eve and New Year's Day. Opportunities to participate in professional development are also available.

And last, but not least, a spot on a team of really amazing people!

To apply, send a cover letter and resume via email to careers@eslcenter.org.

****Applications received elsewhere will not be considered. See note below.**

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.

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.