



## **Citizenship Teacher for Immigration Department Job Description**

**IAC Mission:** The Indo American Center (IAC) addresses the needs of South Asian immigrants as well as people from more than thirty countries around the world. IAC provides services that facilitate their adjustment, integration, and friendship with the wider society, nurture their sense of community, and foster an appreciation for the diversity of culture and heritage.

Under the supervision of the **Supervisory Attorney**, the **Citizenship Teacher** will be responsible for the following:

### **SUMMARY:**

- Coordinate and teach citizenship classes for refugee and immigrant clients.
- Organize and implement classroom activities and curriculum, based on client need and English proficiency level.
- Test prospective students for English language proficiency.
- Train volunteers.
- Work with clients to prepare for the citizenship test.

**STATUS:** Nonexempt Regular Part Time – 20-24 hours a week. Salary range: \$15-17/hour, depending on experience.

### **RESPONSIBILITIES:**

1. Teach multi-level class weekly 5 days a week.
2. Ability to teach multi-level English language citizenship classes in a remote learning setting as well as in-person.
3. Develop citizenship lessons which meet the language abilities of the clients and which prepare them for the citizenship process using prescribed curriculum.
4. Provide one on one tutoring, as needed.
5. Test prospective students for English language proficiency (pre-test and post-test).
6. Register new clients, including obtaining required documents, completing intake forms, and updating internal records such as spreadsheets
7. Follow up with clients and assist them with preparing for citizenship test, including mock interviews.
8. Maintain participant and project data, document student progress and outcomes. Upload report in a timely manner such as entering data into and update online database Apricot and Salesforce.
9. Cooperate with Supervisory Attorney and Citizenship Coordinator by training and overseeing volunteers in program delivery.
10. Work with program staff to evaluate programs, identify needs, and implement new services.
11. Attend program and staff meetings and training.
12. Assist with recruiting class participants, as needed.
13. Other related duties as assigned.



## **QUALIFICATIONS:**

- Excellent spoken and written English language skills.
- Proficiency in South Asian languages (such as Hindi, Urdu, Gujarati, etc) recommended but not required
- Bachelor's Degree or commensurate experience.
- At least one-year successful experience teaching citizenship and/or ESL classes, preferably in a community-based setting.
- Ability to develop lesson plans that responds to clients' needs, empowers participants, and fulfills specific grant requirements.
- Computer skills including databases, spreadsheets, word processing, Zoom, and email.
- Commitment to refugee and immigrant advocacy.
- Willingness to work flexible hours including evenings and weekends.
- Ability to work effectively with diverse program participants and staff.
- Respect for others' experiences, opinions, language, values, culture, and knowledge
- Ability to stay organized and prioritize a high volume workload
- Demonstrated commitment to social justice and sensitivity to challenges of the immigrant community;
- Able to work from home via computer, phone etc.

IAC is an equal opportunity employer. IAC offers competitive benefits including health, dental, and life insurance, flexible schedules, and generous PTO. Please forward resume, cover letter, and list of three professional references submit to: Human Resources at [jobs@indoamerican.org](mailto:jobs@indoamerican.org)

Deadline for Submission: **September 30, 2021**