

Job Title: ENGLISH LANGUAGE TRAINING (ELT)/CULTURAL ORIENTATION COORDINATOR

Hours/week: Up to 30

Purpose: To coordinate ELT/CO instruction and assessment for clients. Complete individual client assessments and reviews. Keep records of client assessments, class attendance

Duties:

1. Coordinate ELT and Cultural Orientation classes, ensuring that all eligible clients have access.
2. Serve as instructor if there are no other tutors or classes available.
3. Arrange or provide transportation as needed for classes.
4. Monitor and record progress of students.
5. Conduct regular meetings for ELT/CO tutors and collect monthly logs.

Requisite Qualifications:

1. *Some college required.
2. Some experience with ELT required.
3. Some cross-cultural experience.
4. Exceptional organizational and record-keeping skills.
5. Exceptional attention to detail
6. Above average ability to communicate verbally and in writing.
7. Working knowledge of Microsoft Windows, Word and Excel.
8. Valid North Carolina driver's license and available transportation required.
9. Knowledge of an IRM case load language a plus.
10. Background check required
11. Proof of COVID vaccination required

To apply: send cover letter and resume' to shusson@helpingrefugees.org