



The Washington English Center is a 501(c)3 nonprofit organization based in Washington, DC. It was founded in 1993 and its mission is to provide affordable English classes and other workforce programs to adult immigrants using volunteer teachers.

The ESOL Specialist provides teaching and technology training and support to volunteers under the supervision of the Director of Academic Programs.

The ESOL Specialist is a part-time, non-exempt position, 6-10 hours/week. The exact schedule is flexible. Some evening hours are necessary. Some morning and/or weekend hours are also options depending on individual preference. The typical schedule will be all-remote, but the ability to occasionally cover for regular office staff in-person is a plus.

Job duties include but are not limited to:

- Onboard and screen new volunteers through 15-minute orientation phone calls.
- Conduct classroom observations and offer supportive teacher feedback.
- Answer volunteer teaching questions through email and one-on-one support calls.
- Answer volunteer technology questions on topics including Zoom, PowerPoint, G Suite, and Pearson's electronic textbook and MyEnglishLab curriculum. Staff training on Pearson is provided.
- Design and lead group trainings for teachers based on observed teaching challenges. Trainings are conducted over Zoom.
- Participate in professional development activities, including ESOL and teacher training topics.
- Other duties as assigned

Required Qualifications:

- In progress or completed degree or certification in TESOL or related field
- Experience teaching adult English language learners
- Strong organizational skills and ability to prioritize tasks
- Strong interpersonal skills and ability to foster collaboration and collegiality in the office
- Strong computer skills and ability to navigate Microsoft Office programs, Google Suite, and Zoom
- Ability to work some evenings

Desired Qualifications:

- Experience designing and leading teacher training workshops
- Proficiency in another language in addition to English

Interested candidates should send their resume and cover letter addressed to the WEC Hiring Team at hiring@washingtonenglish.org as soon as possible. Please include "ESOL Specialist" in the email subject line. Washington English Center is an Equal Opportunity Employer.

The salary range for this position is \$22-\$25/hour, depending on experience. Review of applications will begin on Wednesday, February 8. This position is through June 30, 2023, with the possibility of an extension.