
POSITION ANNOUNCEMENT

ESL-Citizenship Instructor

About Us

La Casa de Don Pedro, Inc., based in Newark, is New Jersey's largest Latinx led community development corporation celebrating 50 years of mission driven and visionary service. Formed in 1972 as a community-based, grassroots organization committed to empowering the Latinx community, the organization was named in honor of Puerto Rican nationalist, Don Pedro Albizu Campos, who advocated the twin virtues of self-sufficiency and empowerment. Today, La Casa has expanded its commitment to the empowerment of Black and Brown communities in Newark and throughout Essex County.

La Casa de Don Pedro provides comprehensive and integrated services in the following areas: early childhood development, youth educational, cultural, and recreational programs, youth and family counseling, HIV/AIDS prevention and services, workforce development, affordable housing development and counseling, community engagement and development, lead remediation and abatement, and home energy conservation assistance. Learn more at <http://www.lacasanwk.org/>.

Who we Seek

La Casa de Don Pedro seeks an ESL-Citizenship Instructor that supports the Program Coordinator in assisting with the day-to-day administration and operations of the Community Empowerment Department. To be successful in this role, the ESL-Citizenship Instructor should be passionate about teaching, empathetic, and enjoy working with adults. The ESL-Citizenship Instructor will serve as an integral member of the Community Empowerment Services Division and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Provide in-person, group instruction to students who are preparing for the citizenship test.
- Build contextualized ESL lesson plans incorporating adult citizenship education content standards and foundation skills aligned with the curriculum.
- Take, monitor, and report attendance.
- Work in conjunction with the Counselor/Coordinator to address any disciplinary or attendance concerns.
- Works with Counselor/Coordinator and Immigration Legal Services team to set up consultations and mock interviews.
- Ensure students are able to understand, complete, and answer questions related to the N-400 Application for Naturalization.

Educational & Experience Requirements:

- Bachelor of Arts Degree or TESOL Certification.
- Minimum of 1 year of experience teaching ESL and/or Citizenship preparation classes to the adult population.
- Excellent organizational, presentation, communication, and interpersonal skills.

Physical Requirements:

- Required to stand for long periods of time.*

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information

- **Employment type:** Temp
- **FLSA status:** Non-Exempt
- **SOC code:** 25-3021
- **Reports to:** Program Coordinator
- **Schedule:** Monday – Thursday; 6:00pm - 9:00pm
- **Compensation:** \$30.00 per hour
- **Fringe Benefits:** 401k retirement plan offered upon eligibility with 2% employer match.

COVID-19 Vaccination Requirements

- La Casa de Don Pedro requires vaccination against COVID-19 for all employees. Reasonable Accommodation based on qualifying disability, medical necessity or sincerely held religious belief in accordance with applicable law will be considered upon request.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with “**ESL-Citizenship Instructor**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law.