

English & Cultural Orientation Instructor, Full Time

The English and Cultural Orientation Instructor will deliver English language instruction and additional client trainings, such as Cultural Orientation, focused on self-sufficiency. The Instructor will assist in developing curriculum, coordinating logistical aspects of classes, connecting clients to additional educational resources, and providing other educational support as needed. The Instructor will ensure that instruction is culturally appropriate and delivered at the highest level of quality.

Exodus Refugee Immigration welcomes refugees and other immigrants of humanitarian concern to Indiana. We work to arrange housing, food, clothing, case management, English and cultural orientation, employment placement, and mental health services for individuals and families starting new lives in the Indianapolis area. As an independent, non-sectarian, 501(c)(3) non-profit agency, Exodus is part of a network that works in partnership with the Department of State's Bureau of Population, Refugees, and Migration (PRM); the Office of Refugee Resettlement (ORR), and Church World Service's Immigration and Refugee Program (CWS/IRP) in the resettlement of refugees from all over the world.

Position Duties:

- Provide instruction for agency's Language, Cultural Orientation, & Readiness for Employment (LCORE) Program.
- Continuously improve curriculum and delivery based on best practices and current research.
- Organize the logistical aspects of classes, including schedules, teaching materials, and communication with volunteer teachers.
- Teach other related topics to help clients prepare for self-sufficiency, including Cultural Orientation classes.
- Coordinate bus training for all newly arrived clients.
- Develop and improve client trainings as needed in collaboration with the supervising director, ensuring that high quality materials, hands-on activities, and culturally relevant techniques are used.
- Coordinate all logistics in preparation for trainings, including inviting clients, securing interpretation, updating attendance lists, and assisting in transportation arrangements as needed.
- Maintain an effective system for tracking participant information required for program reports, i.e. attendance, progress, etc.
- Update case notes, databases, and other record-keeping tools as required.
- Assist clients in accessing additional educational opportunities in the community.

Position Qualifications:

- Must have a bachelor's degree in education or a related field (training and certification in TESOL strongly preferred).
- Must have a minimum of two years of experience working with adult English language learners.
- Curriculum writing experience strongly preferred.

- Must be comfortable working in in intercultural environments with individuals from diverse linguistic groups.
- Must possess strong record-keeping and organization skills.
- Must be PC proficient with competency in Microsoft Office applications.
- Must be a self-starter with a high level of organizational skill, flexibility, and commitment to refugees.
- Must be able to function as part of a team.
- Must have a valid Indiana driver's license and insurance.

Applicants will be accepted until position is filled. Salary range starting at \$35,000 with competitive benefits package available.