



Position Description

Position: PCAN Citizenship Class Instructor	Department: Esperanza Immigration Legal Services
Reports to: Executive Director	FLSA Status:
Revised: April, 2020	Classification:

Position Summary

Esperanza Immigration Legal Services (EILS) was formed in 2009 offers convenient, affordable and culturally accessible immigration legal services to the most underserved immigrants, with a focus on the Hispanic community. Immigrant legal services include self-petitions for victims of domestic violence, green card applications, family petitions and naturalization applications. EILS also offers workshops in English and Spanish to help immigrant families thrive in the United States, on topics such as financial literacy, debunking common immigration myths, and preparation for emergency situations.

EILS is also part of the Philadelphia Citizenship Action Network ((P-CAN), a collaborative of 8 adult education providers and two DOJ recognized organizations formed to expand services to low-income residents in Philadelphia in need of citizenship instruction and application assistance.

We seek a P-CAN Citizenship Instruction Coordinator to ensure that project goals are met and that high-quality service is provided. The P-CAN Citizenship Class Instructor will be in charge of teaching the citizenship class over the summer. There are four parts to the naturalization exam that clients need to be prepared for. First, the civics test covers important U.S. history and government topics. Next, the English test has three components: reading, writing, and speaking. Individuals who are eligible to take the test in Spanish, due to their age and length of time in the U.S., only need to pass the civics test. Everyone else must be prepared to pass all four sections. Classes are held twice a week (evenings to be determined) for two-and-a-half hours (2 ½) each class and the session is scheduled to last for eight (8) weeks, for a total of forty (40) hours of class time. In this role, you will earn \$20.83 per hour. The Instructor will collaborate with the PCAN coalition to implement and teach the citizenship course as required by the P-CAN Grant.

**In light of the COVID-19 pandemic, these classes may be conducted remotely and the appropriate technical support will be provided.*

Essential Functions

- Plan and implement Citizenship Course based on lesson plan and other educational resources pursuant to P-CAN grant
- Work closely with EILS and other P-CAN partners regarding curriculum issues, best practices and integration of English language learning and citizenship instruction
- Attend all information sessions and administer pre-enrollment CASAS testing to all attendees at information sessions
- Work with EILS program coordinator to determine appropriate referral and enrollment for information session attendees
- Work with Program Coordinator to collect and synthesize data from teachers regarding school attendance, retention and student progress.
- Provide pre and post assessments using CASAS
- The Instructor will be required to complete timesheets for each semi-monthly pay period and indicate all hours worked facilitating the EILS Citizenship class.

Knowledge, Skills, and Abilities

- Understanding of EILS' mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- Personal qualities of integrity, credibility, and personal knowledge of the immigrant experience and/or a demonstrated commitment to the immigrant community.
- Bi-lingual Spanish-English speaker ability required.
- Organizes and maintains detailed information and processes efficiently and effectively
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with coworkers, clients, and members of the community.
- Demonstrates a high level of integrity, professionalism, and confidentiality
- Ability to be proactive, resourceful and exercise sound judgment
- Ability and willingness to travel to EILS offices in Northeast Philadelphia, or remote work.
- Excellent organizational and time management skills
- Ability to work in a team and work with diverse professionals and literacy providers.
- Ability to pay close attention to detail.
- Ability to work with diverse populations
- High degree of skill in doing detailed reporting

Experience, Education, Licensure

Minimum Experience

- Experience with civics and ESL instruction
- Experience with adult learners
- Supervisory experience

- Excellent verbal and written communication skills
- Proficiency in Microsoft Office applications, database management and internet

Minimum Education

- Certification in TEFL
- Bachelors Degree in education with three years of ESL instruction experience or Master's degree in education or TEFL with two years of ESL instruction experience

Physical Demands

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

- While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will infrequently climb stairs; stoop; kneel; crouch or crawl.
- The employee must occasionally lift and/or move up to 20 pounds.
- Operate standard office equipment.
- Heavy computer work and keyboarding.
- Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Work Environment

The work environment characteristics 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.

- a. The noise level in the work environment is usually moderate.
- b. Work is primarily indoors.
- c. Will require working non-traditional hours based on operational needs
- d. Applicant must be available to work several evenings per month when information sessions are held.

Esperanza Immigration Legal Services is an equal opportunity employer and does not discriminate against any on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

If you are interested in this position, please send a cover letter and resume via email to eils@esperanza.us

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

I have read and understand the above job description.

Printed Name

Date

Signature