

With an expanding population of refugees arriving from diverse backgrounds, there is an increasing need for English language programs. RENEW is a start-up non-profit with a mission to help refugee women learn English so that they can improve their vocational and job opportunities and integrate successfully into their new communities.

RENEW is looking for competent and flexible ESL instructors to join our team.

**Job Title:** Online Adult ESL Instructor

**Time Commitment:** Part-time (4-6 hours per week, evenings/weekend), 1099 Contract basis

**Location:** Remote Teaching

**Salary:** \$25 per hour

**General Description:** The ESL instructor will develop lesson plans and tailor the curricula for refugee women whose native language is not English. Classes target beginning and intermediate level English speakers.

### **Summary of Responsibilities**

- Teach adult learners who are at different levels of proficiency.
- Assess learning needs of refugee women to meet their needs.
- Organize and modify class activities to accommodate different learning styles and speed.
- Maintain accurate records of attendance and progress of students.
- Evaluate and disseminate progress reports at regular intervals.
- Create a non-threatening, non-discriminatory, encouraging, and nurturing environment for learning
- Encourage interaction among students to facilitate learning and confidence.
- Show cultural sensitivity in working with women with different values and beliefs.
- Maintain confidentiality and professional boundaries as deemed appropriate.
- Follow RENEW policies.

### **Qualifications:**

- Bachelor's Degree, preferably in education, TESOL, or a related field.
- TESOL/TESL/TEFL certification or equivalent preferred.
- Minimum of 1 year experience teaching adult language learners.
- Strong time management and organizational skills.
- Demonstrate punctuality.
- Should be able to work independently and in a team.
- Exercise sound and objective judgment in decision-making practices.
- Have experience with online learning platforms (Zoom, Google meet, MS teams, etc.)
- Own laptop or desktop computer fitted with a high-definition webcam and fast and reliable internet connection.
- Must be experienced with Microsoft products.

RENEW is an equal opportunity employer and does not discriminate against any one 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 Shanaz Tejani-Butt, at [info@renewmyself.org](mailto:info@renewmyself.org)

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*"An on-line literacy resource center for refugee women seeking English language skills"*

<https://renewmyself.org/>