



# ENVIRONMENTAL JUSTICE LEAGUE OF RHODE ISLAND

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*ESOL Assistant Facilitator  
Job Description for  
Volunteers, Interns or Apprentices  
Fall 2018*

Title: Volunteer ESOL Assistant Facilitator

Salary: The *ESOL Assistant Facilitator* position is a volunteer position, unless you are eligible to receive Federal Work Study through your University. Stipends might be available to former EJLRI learners or frontline community members. Stipends are contingent upon funding.

Reimbursement: There is currently no reimbursement available for transportation costs, meals or childcare.

Term: 37 weeks

Contract: Annual contract. Contract to be renewed on an annual basis based on performance and (stipend) funding.

Benefits: Not included. This position is a projects based position paid on a stipend basis as an independent contractor. Time off can be approved as comp time to compensate for overtime work during peak weeks.

## ***Our Mission:***

The Environmental Justice League of Rhode Island (EJLRI) is a non-profit organization working within an alliance of individuals to promote environmental justice in Rhode Island through advocacy, education, networking, organizing, and research. Our mission is to promote safe and healthy environments for ALL by building power, leadership and action in the communities most affected by environmental burdens. EJLRI envisions a Rhode Island where we all have a healthy place to live, work, and play regardless of race, ethnicity, or income.

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## ***The Adult Education Program***

EJLRI has an educational program for adult learners to help develop community based leadership skills, technical skills, language skills, career pathways opportunities and community wealth. The ESOL (English for Students of Other Languages) classes are a component of our Adult Education Program.

Our teaching methodology is based on Paulo Freire's Popular Education and we require bi-monthly mandatory trainings separate from the time spent during class instruction and lesson planning.

We are currently offering two specialized courses: 1) Business & Coops Development 2) Home Weatherization & Energy Technician. Computer Technology and ESOL are modules that are embedded in these two courses.

Our classes run Mondays-Wednesdays 6pm-9pm and Saturdays 12pm-2pm in various locations in Providence and Central Falls. Our classes run year round by trimesters: Fall: Sept-Dec / Winter: Jan-Mar / Spring: April-June / Summer: July-August.

EJLRI has two positions for ESOL interns and volunteers: 1) ESOL Co-Facilitator and 2) ESOL Assistant Facilitator.

### **ESOL Assistant Facilitator**

#### **Main Job Responsibilities**

- Work one on one with adult English learners on basic literacy (reading and writing skills), within the context of our ESOL classes, one or two evenings per week, from 6pm-8:30pm (Mon-Wed) or on Saturdays 12pm-2pm. Saturdays will require more digital literacy support for adult learners.
- Learn how to prepare lesson plans and curriculum by working with co-facilitators in their planning of participatory ESOL classes. Weekly lesson planning meetings must be in person.
- Support lesson planning with necessary research and materials
- Maintain learner files/ records: learner profiles, goal setting, homework, classwork, etc
- Aid with tracking/ monitoring learner goal setting
- Create class binder each semester with lesson plans, curriculum, assessments, reflections and class work
- Help coordinate assessment and evaluations for Facilitators in your class
- Help coordinate learners and class assessments with Co-Facilitators
- Help organize and participate in grassroots fundraising efforts and graduation celebrations
- Complete administrative responsibilities, such as registration, attendance, testing support, evaluation, and assessment.
- Attend bi-weekly meetings with the ESOL Facilitator Team for reflection, evaluation, support, Professional Development, and specific skill development/ training (optional)
- Attend bi-weekly Staff meetings (optional)
- Attend monthly Board meetings (optional)

#### **Additional Responsibilities**

Additional Responsibilities will be defined with EJLRI's Executive Director as needed.

#### **Accountability**

● Reports to:  
EJLRI Executive Director

● Works closely and collaboratively with:

Class Co-Facilitators, ESOL Facilitator Team, Volunteer Mentor, and remaining EJLRI staff, interns and volunteers.

### **Key Required Trainings**

Just Transition, Energy Democracy, Undoing Racism (PISAB), Popular Education Facilitation trainings.

### **Qualifications**

- Enthusiasm for team-work, community building and social change
- Prior experience in the fields of education, organizing, or community work is not required, but a plus.
- Eng-Spanish Bi-lingual a plus
- Computer skills in Internet, Windows, Google Drive and Microsoft Office are required
- Applicants should coordinate their own transportation, and be accessible through cellphone and cellphone apps, and computer/ laptop.
- Applicants must be able to commit to working 8-10 hours a week

### **How to Apply:**

1. Send a **resume**, or list of work and volunteer experiences (especially in education or community work).
2. Send a **cover letter** (1-2 pages max) that answers the following questions:
  - Why are you interested in this position?
  - What skills and strengths do you bring to this position?
  - What will your greatest challenges in this job be, and how will you face those challenges?
  - How will working for EJLRI relate to your ideas about community leadership development, racial environmental justice and community-led social change?
3. **Interview:** In your cover letter, please indicate when you will be available for an interview. If you are not available in person for interview, we can arrange to have an interview over the phone.

***Please send cover letter, resume, and three references to [crisrina@ejlri.org](mailto:crisrina@ejlri.org) with the Subject Line: "Volunteer ESOL Assistant Facilitator Application" by August 28, 2018.***

The Environmental Justice League of Rhode Island is a 501c3 non-profit organization with a deep commitment to building transformative culture and challenging racism, sexism, homophobia, and oppression in all its forms. EJLRI is committed to identifying and developing the skills and leadership of people from diverse backgrounds and challenging patterns of political marginalization and oppression.

The Environmental Justice League of Rhode Island is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation, or any other status protected by law. People of Color, working-class people, immigrants, indigenous people, differently-abled people, and LGBTQ persons are strongly encouraged to apply.

