



ENVIRONMENTAL JUSTICE LEAGUE OF RHODE ISLAND

3 Bell Street ● Providence, RI 02909 ● 401-450-1486 ● info@ejlri.org ● www.ejlri.org

ESOL Facilitator Job Description

Title: ESOL Facilitator

Salary: \$22/hr

Term: Part Time. Up to 20 hrs/wk for 42 weeks (ask for different positions available)

Contract: Annual contract. Contract to be renewed on annual basis based on performance and funding.

Benefits: Not included

Hours: Schedule flexibility is required. Presence in the classrooms from 6:00pm to 8:30pm from Monday to Wednesday is required, as is regular physical presence in the office during the day.

Some weekend trainings and community events, and extended hours during registration and recruitment periods are required.

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.

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 Facilitator

Main Job Responsibilities

- Facilitate a class of adult English learners one to three evenings per week or two evenings and one Saturday per week. Classes run Mon-Wed from 6pm-8.30pm and Saturdays 12pm-2pm both in Providence and in Central Falls, RI.
- Work with a co-facilitator and assistant facilitator to prepare lesson plans and develop curriculum on a weekly basis. This prep work needs to be in person
- Document Lesson Plans and Curriculum online for EJRLI's Resource Library
- Mentor and support class, co-facilitator, assistant facilitator, volunteer, and/ or intern
- Participate in at least one peer in-class observation per semester
- Ensure learner attendance, persistence and retention (making calls, coordinating class rides etc)
- Attend bi-weekly meetings with the ESOL Facilitator Team for reflection, evaluation, support, Professional Development, and specific skill development/ training (optional)
- Attend popular education trainings as scheduled (some weekend-long and bi-weekly)
- Share skills by conducting at least one in-house training per semester
- Attend bi-weekly Staff meetings
- Attend monthly Board meetings
- Attend program graduations and celebrations
- Participate in organizational retreats and Strategic Planning meetings as needed
- Conduct regular learner evaluations & Report on a monthly basis.
- Conduct facilitator evaluations once per semester
- Coordinate Assistant Facilitator duties and make sure learner profiles, goal setting, evals, class binders etc are all completed
- Help organize and participate in grassroots fundraising efforts and graduation celebrations
- Complete administrative responsibilities, such as registration, intake testing, attendance, evaluation, and assessment and basic shared office maintenance chores
- Participate in movement building; support EJLRI and affiliates campaigns

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-Facilitator and Assistant Facilitator, 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

- Passion for EJLRI's mission, Just Transition principles, Jemez principles and Popular Education
- Prior experience in the fields of education; experience developing learner-centered lessons and curriculum
- Passion for creating participatory and non-hierarchical learning spaces
- Fast learner; ability to research and do independent learning as needed
- Experience in community-based leadership, organizing, and/or community work
- Excellent organizational skills, attention to detail, ability to problem solve, multi-task and prioritize
- Strong working in teams and individually with little to no supervision
- Experience facilitating meetings and leading workshops; comfortable in public speaking
- English-Spanish Bi-lingual a plus, but not required
- Proficient with Internet, Windows, Google Drive and Microsoft Office Suite are required
- Applicants should coordinate their own transportation, and be accessible through cellphone and cellphone apps, and computer/ laptop.

How to Apply:

1. Send a **resume**, and list of community based work and volunteer experiences
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?
 - How do Just Transition principles apply to your work and life
https://climatejusticealliance.org/wp-content/uploads/2018/06/CJA_JustTransition_Principles_final_hi-rez.pdf
3. **Interview:** In your cover letter, please indicate when you will be available for an interview.
4. **References:** Three references with at least two work-related and/ or professional references

Please send cover letter, resume, and three references to crisrina@ejlri.org with the Subject Line: "ESOL Facilitator Application" by August 28, 2018. We will continue to receive applications after August 28th, but priority will be given to applications that meet deadline.

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.