

## **Job Posting for U.S. Citizenship/Civics Instructor at the International Institute of Akron February 2016**

The mission of the International Institute of Akron (IIA) is to contribute to the well-being of our community by providing programs and services that assist those born outside the United States to integrate into American society. Celebrating 100 years of service to the Akron, Ohio area, IIA's services include low-cost immigration and legal assistance, refugee resettlement, employment counseling, education services, and interpreting and translation. We work to promote the value of ethnic diversity and to encourage international communication.

IIA is seeking U.S. Citizenship/Civics contract instructors to lead and deliver English literacy and U.S. history and government lessons to adult English Speakers of Other Languages (ESOL) to assist them in their preparation for the naturalization process and examination to become a U.S. citizen. This role contractor may require collaborating with other staff in the IIA Education Department, other IIA departments and functions, and community organizations.

Successful candidates have experience leading or assisting with classroom-based training, are able to communicate and collaborate effectively across teams, departments, functions, and cultures, and have strong organizational and professional communication skills. Priority is given to individuals who are knowledgeable and have experience working with the foreign-born in an education and non-profit setting. Knowledge of Microsoft Office, especially basic data entry, and use of basic audio-visual equipment is preferred. The U.S. Citizenship/Civics Instructor is a contract position. Teaching commitment will depend on the demand and weekly class schedule. Travel between sites may be required for this position. Hourly contract rates will be dependent and commensurate on experience.

### **Essential Functions**

- Prepare and instruct Citizenship/English literacy class to maximize students' achievements in preparation for the U.S. Naturalization Test and Interview
- Identify and utilize supplementary materials to support students' learning and comprehension of U.S. history, government, civics, and citizenship related concepts
- Track and record student attendance, student/class progress providing weekly updates to IIA Education program staff
- Supervise classroom volunteers/assistants to ensure consistent delivery of teaching and curriculum
- Communicate with appropriate organization staff to refer students in need of legal immigration services or volunteer tutors.
- Actively participate and attend teacher/program training and/or professional development

### **Qualifications**

- Minimum bachelor's degree, preferably in education, non-profit management, or related field
- Experience teaching ESOL and/or U.S. Citizenship training strongly preferred
- Strong overall communication skills, especially in a cross-cultural and cross-functional environment
- Ability to collaborate and work effectively with different functions, departments, organizations, and cultures
- Ability to work independently and in a team setting.
- Knowledge of a language other than English (e.g., Arabic, Burmese, Chinese, Hindi, Karen, Nepali, Spanish, Vietnamese) is a plus
- Proficient computer/technology skills, especially with Microsoft Office

### **Application Process**

Submit a relevant cover letter and resume via email **no later than Friday, February 12, 2016** to Ming-Hao Shiao, Director of Education and Employment at [ming-hao.shiao@iiaakron.org](mailto:ming-hao.shiao@iiaakron.org). Please indicate where you saw this posting. No phone calls please.

The International Institute of Akron is an equal opportunity employer.