



**Title:** English Innovations Coach

**Employment Type:** Full-time, 900 hours AmeriCorps (Washington Service Corps) member

**Program Area:** Special Projects

**Reports To:** English Innovations Project Manager

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OneAmerica is a Seattle-based nonprofit organization whose mission is to advance the principles of democracy and justice at the local, state, and national levels through building power in immigrant communities in conjunction with key allies.

Established in the wake of September 11, 2001, OneAmerica initially focused on organizing within diverse and new immigrant communities that had been targeted by federal actions undertaken in the name of national security, working with these communities to effect positive change at the local, state, and federal levels. Since then, OneAmerica has grown to become a locally and nationally recognized leader in advancing immigrant, civil, and human rights. Our strategies include community organizing, public policy advocacy, training and technical assistance, public education, and outreach and leadership development for immigrants and refugees in Washington State. We also help to anchor and lead several national coalitions addressing issues involving immigrant rights and immigration reform.

The English Innovations project seeks to increase access to workforce opportunities for limited-English proficient, low-income adult immigrants by providing an education model that integrates English language acquisition and digital literacy as critical job skills in today's economy. English Innovations strengthens the support system and infrastructure of adult education for immigrants. By providing relevant, contextualized English instruction for the target population, individuals who previously faced barriers to learning English as a means to a better job will now be connected to resources that support a transition to higher-wage work. English Innovations helps reduce the barriers that immigrant adults face in gaining the necessary skills for economic, linguistic and civic integration in U.S. society. By providing alternative learning opportunities in community-based locations, English Innovations expands opportunities for individuals to increase the skills they need to achieve their goals.

#### **POSITION SUMMARY**

The AmeriCorps member position is a key support in project implementation, serving as an English Innovations Coach who facilitates classes and instructs adult learners in the English Innovations curriculum. The position is a half-time, 6-month, AmeriCorps individual placement at OneAmerica with an emphasis on increasing access to education and workforce opportunities for low-income adult immigrants. This position is based at OneAmerica's Seattle office and works with the English Innovations staff to implement classes that integrate English language acquisition, digital literacy, and community building. The AmeriCorps member will serve as an English Innovations Coach, directly facilitating and instructing English Innovations classes for low-income, immigrant adults who are looking to gain the necessary skills to further their workforce opportunities. The member will also assist with English Innovations classes already underway by evaluating student participation and providing technical support. The member will conduct student outreach, intake and referrals. The member will also recruit, engage and be the primary contact for volunteer tutors who support the classes.

#### **PRIMARY RESPONSIBILITIES**

- Adhere to EI principles and follow a course outline designed for teaching and lesson planning
- Facilitate and coach adult English language learners in a class of 15-25 students
- Facilitate small group and pair activities in class
- Promote student development through email support outside of in-class sessions
- Develop and adapt syllabus and lesson plans to the needs of the students
- Troubleshoot technical issues related to the learning software
- Provide oversight for up to 5 volunteers at a time

- Conduct and assist with outreach and screening process prior to start of class cycle
- Document student attendance and progress
- Assist with data collection during pre- and post-evaluation by researchers
- Conduct follow-up with students to encourage ongoing attendance and participation
- Provide information, referrals, and planning assistance for students transitioning out of EI class
- Participate in and contribute to regular phone meetings with project manager and other project staff
- Meet regularly with program site lead
- Attend training session hosted by OneAmerica (travel may be required)
- Document all activities and make recommendations for integrating volunteer management practices across the organization as well as among English Innovations partner organizations

#### **REQUIRED QUALIFICATIONS**

- Demonstrated experience with and knowledge of English Language Learner, immigrant populations
- Strong group facilitation and coalition-building skills
- Ability to explain technology in accessible terms to individuals with limited technical knowledge
- Proficiency in computer-related technological tools
- Ability to perform basic observation and evaluation tasks
- Strong verbal, listening and written communications skills
- Ability to manage multiple priorities simultaneously
- Self-motivated, takes initiative and can work well independently
- Ability to collaborate with others and work as a member of a team
- Available to be present at meetings and classes held in the evenings and weekends at offsite locations
- Bilingual/multilingual skills preferred
- Must have access to reliable transportation and be willing to travel throughout the service area

#### **APPLICANTS MUST MEET THE FOLLOWING MINIMUM STANDARDS OF ELIGIBILITY FOR AMERICORPS:**

- Be at least 18 years old upon entering AmeriCorps training, or 17 years of age with parental permission. There is no upper age limit.
- Be a U.S. citizens or have permanent resident status.
- Not be listed in the National Sex Offender Registry database as having been convicted of sex-related crimes.
- Be willing to submit fingerprints for a criminal history background check. AmeriCorps assesses criminal history on a case-by-case basis when determining applicant eligibility.
- Be in a position to offer full-time service from January 16, 2018 to July 15, 2018 without regard to regular working hours.
- Be able to exhibit previous education, training, military, or work experience, and any other relevant skills or interests necessary to perform a specific AmeriCorps assignment. AmeriCorps requires applicants to have a high school diploma/equivalent or be working toward completing one during the service year.
- Be willing, to the maximum extent practicable, to live among and at the economic level of the low-income people served by AmeriCorps projects.
- Understand that AmeriCorps members serve on a full-time basis. Therefore, members cannot enroll in school except in limited circumstances or be subjects of legal proceedings (civil or criminal) that may consume time needed for member assignments. Members may have additional employment outside of AmeriCorps but this employment should not interfere with the AmeriCorps project.

#### **COMPENSATION**

- Living allowance: Approximately \$1,202.86/month (before taxes)
- Health benefits in compliance with the minimum coverage standards of the ACA
- End of Service Award: \$2,907.50 Education Award dependent upon member's successful term completion and accumulation of at least 900 service hours
- Student loan deferment or forbearance

- Childcare assistance
- Professional work experience
- In-service training resources
- Non-competitive eligibility for Federal jobs
- ORCA LIFT pass at bus 2-zone peak fare and full Link fare levels

**APPLICATION INSTRUCTIONS**

Interested candidates should submit a resume and cover letter to Elisabeth Vasquez Hein, [wscip@esd.wa.gov](mailto:wscip@esd.wa.gov). In your cover letter, please tell us how your personal and professional background informs why you are interested in working as an AmeriCorps member with OneAmerica. Deadline for applications is December 31, 2017. Applications will be reviewed and interviews scheduled on a rolling basis. Please, no phone inquiries.

OneAmerica is an Equal Opportunity Employer and encourages women and people of color to apply.