



Parents Engaged in Everyday Reading Program Assistant

Position Summary: Responsible for managing the ESLC's Parents Engaged in Everyday Reading Program, which offers free classes for low to moderate-income refugee and immigrant parents to improve their English reading skills while learning ways to become more engaged in their children's education, and promoting family literacy.

Responsibilities:

- Maintain healthy partnerships with schools that currently collaborate with the ESLC to offer Parents Engaged in Everyday Reading classes and develop new partnerships with schools when necessary.
- Attend outreach events at partner schools to raise community awareness of the program and recruit students.
- Match volunteers with Parents Engaged in Everyday Reading classes needing teachers, and provide ongoing supervision to the volunteers through regular communication, monthly team-teaching, and quarterly observation of volunteers.
- Coordinate class schedules with school personnel and volunteers, finding and acting as a substitute when necessary.
- Collect intake information on students, collect and monitor student attendance, conduct pre- and post- testing to measure results, and administer end-of-year surveys to participants.
- Continue development of Parents Engaged in Everyday Reading curriculum.
- Assist ESLC staff with volunteer trainings and workshops.
- Support other ESLC staff members by providing direct service when needed.

Qualifications:

- Bachelor's degree in related field
- TESOL or equivalent ESL certification and experience as a professional ESL teacher, or in K-12 education
- Ability to motivate, supervise, and mentor volunteer teachers
- Strong organizational skills and ability to collaborate with a team
- Professional competence in cross-cultural situations
- Significant experience working with low to moderate-income community groups
- Proficiency in Spanish preferred, but not required
- Master's degree in TESL preferred, but not required

Preference given to applicants with experience with program coordination and/or prior work in a non-profit setting.

Other requirements: Valid driver's license and ability to travel throughout Salt Lake County necessary to perform job functions. Background check will be performed on chosen candidate.

Hours/Compensation: 40 hours per week, with flexibility to work some evenings and Saturdays as required. Salary Range: \$32,000-\$34,000. Paid holiday and vacation; health benefits available. Salary to be determined based upon qualifications. Send cover letter and resume to careers@eslcenter.org.

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