

First Presbyterian Church of Champaign

Job Description:

English Language Learners (ELL, formerly ESL) Program Director

Part-Time, 20 hours per week, non-exempt

About the ESL Program: The English Language Learners (ELL, formerly ESL) Program at the First Presbyterian Church of Champaign is a well-established mission of the church that serves immigrants, refugees, and other international visitors in the Champaign-Urbana community. The ELL Program focuses primarily on teaching basic and conversational English and helping students develop social connections as members of the community. Classes are taught by a dedicated group of volunteer tutors, many of whom have been involved in the program since its inception. The Program began as a fully in-person program, but has evolved to include some online classes as well.

Position Available: English Language Learners (ELL, formerly ESL) Program Director. This position reports to the *Mission Coordinator* and is supported by the *ELL Advisory Committee*.

General Responsibilities:

- Manage the daily operations of the ELL Program in both in-person and online formats.
- Communicate effectively with tutors, students, church staff, etc.
- Demonstrate strong organizational and problem-solving skills.
- Model inclusiveness, collaboration, and teamwork.
- Witness Christian love in action and word.

Specific Duties:

- Provide ongoing support for current tutors and provide orientation for new tutors as needed (for both in-person and online instruction).
- Maintain a sustainable ELL Program that is sensitive to the needs of immigrants, refugees, and other international visitors in the Champaign-Urbana community.
- Lead classes when needed.
- Manage budget with guidance from the ELL Advisory Committee
- Continue to develop/improve ELL curriculum and organizational structure of the program.
- Complete an annual program evaluation and report.
- Assume other responsibilities as agreed upon by supervisor and/or church staff.

Required Qualifications:

- Commitment to Christ and to diversity
- Experience in education
- Experience in program management
- Excellent interpersonal, communication and organizational skills
- Experience in working with volunteers
- Experience with technology required to operate both in-person and online formats (e.g., email, Google docs, Zoom, etc.)

Desirable Qualifications:

- Experience in ELL/ESL education for adults
- Familiarity with educational resources for adult learners

Work Schedule:

- Twenty hours per week, excluding holidays
- Flexible schedule consistent with meeting the requirements of the position

Supervisor: Mission Coordinator

Supervises: Volunteers

TO APPLY:

Email your resume, together with the names and contact information of 3-5 individuals who can be asked for a reference concerning your qualifications, to:

Linda Sims
esl@firstpres.church

For full consideration, **submit application materials by May 31.** (Resumes received after May 31 will be considered if the position has not yet been filled.)