



Position Title: Adult Education Instructor
Reports To: Adult Education Manager
Status: Regular, Part-Time (20 hours/week), Non-Exempt
Position Summary: Prepare and teach Adult Education classes.

Responsibilities:

- Teach English Language Learner (ELL) afternoon and evening classes 15 hours/week at West Seventh Street location
- Prepare class materials and lesson plans
- Maintain and update class curricula, updating quarterly
- Enter data from classes on MABE Database
- Participate in program evaluation design, tool development, data collection and analysis
- Keep thorough/confidential record of activities and maintain confidentiality of all program participants in accordance with data privacy/ethical laws, standards and policies
- Perform all work in accordance with Neighborhood House policies and procedures
- Attend and participate in departmental, agency and external meetings, trainings, committees and events as required
- Other duties as assigned

Qualifications:

- Bachelor's degree required; master's degree or valid MN teaching license preferred
- 1-3 years of experiences working with immigrants and refugees, preferably in Adult Basic Education (ESL, GED, etc.)
- Curriculum development experience preferred
- Excellent interpersonal, verbal and written communication skills in English
- Proficient computer skills (including Microsoft Office, Internet and e-mail)
- Ability to work collaboratively in a team environment
- Possess initiative and organizational skills
- Ability to balance multiple projects and priorities
- Ability to work in a fast paced, high-energy environment
- Demonstrated ability to work and communicate effectively with people of diverse ethnic, economic, racial and cultural backgrounds
- Must be able to work evening hours Monday through Thursday

Compensation: Minimum \$16.00 per hour

For consideration please submit your resume with letter of interest to: Neighborhood House, Attn: Human Resources, 179 Robie St, St. Paul, MN 55107; Fax 651-789-2555; Email:humanresources@neighb.org.

Neighborhood House is an equal opportunity employer committed to affirmative action and a welcoming work environment for people of diverse communities.

We participate in the support, guidance, and appreciation of volunteers.