



Internal Job Posting – Citizenship Instructor

Position Title: Citizenship Instructor

Report To: Director, Immigration Department

Date: September 2020

RefugeeOne is seeking a Part- Time (10 hours per week) Citizenship Instructor

Job Function:

- Teach English, Civics and American History to refugees, asylees and immigrants in preparation for their US Citizenship test
- Teach virtual as well as small (following CDC Covid-19 guidelines) in-person classes
- Use a variety of techniques to teach low literate students
- Practice mock interviews
- Monitor client progress and tailor teaching strategies to individual needs
- Complete Clint Profile and Placement/Assessment Test

Requirements:

- Bachelor's degree or equivalent
- Demonstrated teaching skills including the ability to engage students at any educational level
- Deep knowledge of U.S. history, civics and the Constitution
- Exceptional organizational and interpersonal skills
- Cross- cultural experience
- Available to teach during evenings and weekends
- Strong computer skills, including Microsoft Office, Outlook, Word, and Excel

Salary: Competitive, commensurate with skills.

**Please send your cover letter and resume to Jan Douglas at jdouglas@refugeeone.org
No Phone call please**