



Literacy Source

WSC AmeriCorps Service Position Description 2024 – 25

TITLE	ESOL (English to Speakers of Other Languages)/Citizenship Instructional Support
LOCATION	Hybrid online/in-person at home and at Literacy Source Center - 3200 NE 125th St, Seattle, WA 98125 (Lake City neighborhood).
ORGANIZATION BACKGROUND	<p>Literacy Source is a non-profit community learning center in Seattle providing free instruction to more than 800 low-income adults annually from marginalized and underserved populations. For 37 years we have provided classes and tutoring for English to Speakers of Other Languages (ESOL), Adult Basic Education (ABE), General Education Development (GED) test prep, Citizenship, Work, and Digital Literacy skills.</p>
MISSION	<p>Literacy Source partners with adults working to gain skills and education to create new opportunities for themselves, their families, and the community. More at www.literacysource.org.</p>
ORGANIZATION VALUES	<ul style="list-style-type: none">• Lifelong Learning: We believe that all adults can learn and grow.• Equity: We create equal access to education because systemic injustices and oppression lead to unequal opportunities and barriers to participation.• Inclusion: We foster an inclusive and multicultural space in which all cultures, traditions, social identities, and ways of knowing are respected and welcomed.• Collaboration: We seek out the knowledge and experience of our community and work with others on shared goals.• Integrity: We are honest and accountable to each other and our community.• Celebration: We believe learning is fun and empowering and deserves to be celebrated alongside the community we're building together.
POSITION DESCRIPTION & DUTIES	<p>The AmeriCorps member will work to increase learning opportunities for economically disadvantaged immigrant and refugee adults in our community. In addition to teaching small group classes, they will provide ongoing support to students, and volunteer classroom assistants and tutors. Duties and responsibilities:</p> <ul style="list-style-type: none">• Plan and teach on-going classes online and in-person classes focusing on English language, basic life skills, civics and citizenship, and basic digital literacy• Manage caseload of 20 -30 students, conducting intake interviews and ongoing assessments.• Help students establish a learning plan and connect students with learning opportunities and resources to support their progress in achieving their literacy and life skills goals• Manage a caseload of 5 – 10, 1:1 tutoring pairs• Provide direct lesson planning and instructional support to volunteer class assistants and tutors
MINIMUM REQUIREMENTS	<ul style="list-style-type: none">• Be at least 18 years of age• U.S. citizen, national, or legal permanent resident of the United States• Availability fulltime 40 hours per week from Sept. 3rd, 2024, to July 15th, 2025• Pass NSCHC background checks

DESIRED**QUALIFICATIONS:**

- Literacy Source is working to become a fully inclusive, multicultural, anti-racist organization. Commitment to this work is essential.
- A strong ethic of service and commitment to anti-poverty work
- Demonstrated interest in working in ESOL adult education and/or formal education in this field
- Proficiency in English, ability to communicate effectively both verbally and in writing
- Excellent organizational abilities, project, and time management skills
- Proficiency with Google Suite and MS office programs including Outlook & Teams
- Willingness to maintain a strong work ethic in the face of challenges such as living within the means of the AmeriCorps living stipend
- Experience managing volunteers, and/or working with homeless, diverse, or low-income populations
- Knowledge or experience of the U.S. naturalization process
- Willing to work two evenings and occasional weekends.

COMPENSATIONS & BENEFITS

- Basic health coverage
- Education Award (\$6,495) upon successful completion of service
- Childcare assistance
- Student loan forbearance
- Monthly living allowance: \$2,276.19
- Member Equity Enhancement Stipend (Income-eligible applicants)
- Full training

HOURS:

40 hours per week. Sept. 3rd, 2024 – July 15th, 2025

HOW TO APPLY:

Send a cover letter and resume to Caroline Socha: carolines@literacysource.org

CLOSING DATE:

Rolling interviews start on May 1st, 2024 and continue until the position is filled.

Literacy Source is an equal opportunity employer that celebrates diversity and does not discriminate on the basis of sex, gender identity, sexual orientation, religion, race, color, physical or developmental ability or ethnic origin in the hiring of its personnel. We strongly encourage applications from people of color, immigrants, refugees, women, people with disabilities, members of the LBGTQ community and other underrepresented and historically marginalized groups.