



**Title:** English Innovations Coach

**Employment Type:** Full-time 1700 hours AmeriCorps (Washington Service Corps) member

**Program Area:** English Innovations

**Reports To:** English Innovations Coordinator & Organizer

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OneAmerica is a Seattle-based nonprofit organization whose mission is to advance the principles of democracy and justice at the local, state, and national levels through building power in immigrant communities in conjunction with key allies.

Established in the wake of September 11, 2001, OneAmerica initially focused on organizing within diverse and new immigrant communities that had been targeted by federal actions undertaken in the name of national security, working with these communities to effect positive change at the local, state, and federal levels. Since then, OneAmerica has grown to become a locally and nationally recognized leader in advancing immigrant, civil, and human rights. Our strategies include community organizing, public policy advocacy, training and technical assistance, public education, and outreach and leadership development for immigrants and refugees in Washington State. We also help to anchor and lead several national coalitions addressing issues involving immigrant rights and immigration reform.

The English Innovations project seeks to increase access to economic mobility for limited-English proficient, low-income adult immigrants by providing an education model that integrates English language acquisition and digital literacy as critical skills in today's economy. English Innovations strengthens the support system and infrastructure of adult education for immigrants. By providing relevant, contextualized English instruction for the target population, individuals who previously faced barriers to learning English as a means to integration will now be connected to resources that support a transition to better opportunities. English Innovations helps reduce the barriers that immigrant adults face in gaining the necessary skills for economic, linguistic and civic integration in U.S. society. By providing alternative learning opportunities in community-based locations, English Innovations expands opportunities for individuals to increase the skills they need to achieve their goals.

#### **POSITION SUMMARY**

The AmeriCorps member position is a key support in project implementation, serving as an English Innovations Coach who facilitates classes and instructs adult learners in the English Innovations curriculum. The position is a full-time, 10.5-month (beginning September 2019) AmeriCorps individual placement at OneAmerica with an emphasis on increasing access to economic and leadership opportunities for low-income adult immigrants. This position is based at OneAmerica's Seattle office and works with the English Innovations staff to implement classes that integrate English language acquisition, digital literacy, and community engagement. The AmeriCorps member will serve as an English Innovations Coach, directly facilitating and instructing English Innovations classes for low-income, immigrant adults who are looking to gain the necessary skills to further their integration in the U.S. The member will also assist with English Innovations classes already underway by evaluating student participation and providing technical support. The member will conduct student outreach, intake and referrals. The member will also recruit, engage and be the primary contact for volunteer tutors who support the classes. This position is contingent upon funding.

#### **PRIMARY RESPONSIBILITIES**

- Adhere to EI principles and follow a course outline designed for teaching and lesson planning
- Facilitate and coach adult English language learners in a class of 15-25 students
- Facilitate small group and pair activities in class
- Promote student development through email support outside of in-class sessions
- Develop and adapt syllabus and lesson plans to the needs of the students
- Troubleshoot technical issues related to the learning software
- Provide oversight for up to 5 volunteers at a time

- Conduct and assist with outreach and screening process prior to start of class cycle
- Document student attendance and progress
- Assist with data collection during pre- and post-evaluation by researchers
- Conduct follow-up with students to encourage ongoing attendance, participation, and leadership development
- Provide information, referrals, and planning assistance for students transitioning out of EI class
- Participate in and contribute to regular phone meetings with project manager and other project staff
- Coordinate and communicate regularly with host site staff, childcare providers and other community partners
- Attend training sessions hosted by OneAmerica and partner organizations (travel may be required)
- Document all activities and make recommendations for best practices within the organization as well as across English Innovations partner organizations

#### **REQUIRED QUALIFICATIONS**

- Demonstrated experience with and knowledge of English Language Learner, immigrant populations
- Strong group facilitation and community-building skills
- Proficiency in computer-related technological tools, and ability to explain technology in accessible terms to individuals with limited digital literacy
- Ability to perform basic observation and evaluation tasks
- Strong verbal, listening and written communications skills
- Ability to manage multiple priorities simultaneously
- Self-motivated, takes initiative and can work well independently
- Ability to collaborate with others and work as a member of a team
- Available to be present at meetings and classes held in the evenings and weekends at offsite locations
- Bilingual/multilingual skills preferred
- Must have access to reliable transportation and be willing to travel throughout the King County service area

#### **APPLICANTS MUST MEET THE FOLLOWING MINIMUM STANDARDS OF ELIGIBILITY FOR AMERICORPS:**

- Be at least 18 years old upon entering AmeriCorps training, or 17 years of age with parental permission. There is no upper age limit.
- Be a U.S. citizens or have permanent resident status.
- Not be listed in the National Sex Offender Registry database as having been convicted of sex-related crimes.
- Be willing to submit fingerprints for a criminal history background check. AmeriCorps assesses criminal history on a case-by-case basis when determining applicant eligibility.
- Be in a position to serve a 10.5-month term from September 2019 to July 2020 without regard to regular working hours.
- Be able to exhibit previous education, training, military, or work experience, and any other relevant skills or interests necessary to perform a specific AmeriCorps assignment. AmeriCorps requires applicants to have a high school diploma/equivalent or be working toward completing one during the service year.
- Be willing, to the maximum extent practicable, to live among and at the economic level of the low-income people served by AmeriCorps projects.
- Understand that AmeriCorps members serve on a full-time basis. Therefore, members cannot enroll in school except in limited circumstances or be subjects of legal proceedings (civil or criminal) that may consume time needed for member assignments. Members may have additional employment outside of AmeriCorps but this employment should not interfere with the AmeriCorps project.

#### **COMPENSATION**

- Monthly stipend of \$1,945 before deductions and withholdings
- Basic health insurance (not including vision coverage)
- Workers compensation coverage
- Assistance with childcare costs

- \$6,095 education award that can be used for future schooling or to pay off existing qualified student loan debt (upon successful completion of the service term)
- [Forbearance](#) (temporarily postponing paying off a loan) of qualified student loans during the service term
- [Payment of interest](#) on qualified student loans that accrued during the service term
- Serving in a full-time AmeriCorps position qualifies as "employment" towards the [Public Service Loan Forgiveness program](#)
- ORCA pass

#### **APPLICATION INSTRUCTIONS**

Interested candidates should submit a resume and cover letter to Elisabeth Vasquez Hein, [wscip@esd.wa.gov](mailto:wscip@esd.wa.gov). In your cover letter, please tell us how your personal and professional background informs why you are interested in working as an AmeriCorps member with OneAmerica. Interested candidates will also need to complete the AmeriCorps application online at <https://my.americorps.gov/mp/listing/viewListing.do?id=82266>

Deadline for applications is August 15, 2018. Applications will be reviewed and interviews scheduled on a rolling basis. Please, no phone inquiries.

OneAmerica is an Equal Opportunity Employer and encourages women and people of color to apply.