



Employment Opportunities/ Job Openings

Part-time Lead Instructor Integrated English Literacy and Civics Education-Family Stabilization Program

Catholic Charities Atlanta is hiring a **part-time (28 hours) Lead Instructor for IELCE** classes for adults. In this position you will assist with the development and implementation of the IELCE curriculum, conduct and interpret approved assessments, maintain accurate and thorough up to date case records and assist in the training and supervision of volunteers at your site.

Minimum Requirements:

- Bachelor's Degree in relevant field; Master's Degree preferred
- Experience working with multicultural populations
- Direct experience in providing ESL or related classes for adults
- Ability to use both Microsoft Office and online databases

Preference will be given to those candidates with the following:

- TESOL Certificate
- BEST Plus and BEST Literacy Administration Training completed
- Familiarity with GALIS
- Experience with recruiting, training and supervising volunteers
- Bilingual in a relevant language

If interested, please email a **resume** and **cover letter** with "Lead Instructor IELCE" in the subject line to:

ccaemployment@catholiccharitiesatlanta.org

Qualifying candidates will be selected and contacted for interviews.

Posted: May 28, 2019