



AmeriCorps Member Service Description

Position: **Vocational ESOL Instructor and Coach, AmeriCorps**

Learn more and apply here: <https://www.jvs-boston.org/jvs-amerikorps-members/>

Host Site Overview:

Agency Overview: Jewish Vocational Service (JVS) is a non-profit, non-sectarian agency that is one of the largest providers of workforce development services in Greater Boston. Our mission is to:

- Empower individuals from diverse communities to overcome barriers to employment and begin building careers.
- Establish partnerships with employers to hire and train productive workforces.

Department Overview:- JVS's Refugee Employment Services (RES) has provided direct employment services to local refugee populations for over 40 years to help them build skills and secure gainful employment. These services are offered to refugees, political asylees, Cuban and Haitian entrants, certain humanitarian parolees, certified victims of human trafficking, and other work-authorized immigrants. Services include job search assistance, resume and interview preparation, cultural orientation, pre-employment vocational English language classes, skills training, job placement and follow-up and post-employment support. JVS also partners with over 1,400 employers in hospitality, retail, agriculture, education, health care, sales, manufacturing, and business; and supports participants in finding and maintaining employment that can lead to successful careers and build economic mobility.

Position Summary:

The VESOL Instructor and Coach is responsible for providing job-readiness instruction and career coaching to low-income refugee, and immigrant participants. Vocational ESOL courses are English-based classes for intermediate to advance speakers with an emphasis on job readiness; including: cover letter writing, navigating American workplace culture, and networking in English. The VESOL Instructor and Coach will also maintain a caseload of participants who are not yet ready to job search. For these participants, this individual will partner with participants to support them in overcoming barriers to employment with the goal of creating opportunities that will lead to successful job placement, retention, and career advancement.

This individual will gain knowledge in curriculum development, lesson planning, instruction, and workforce development and will gain valuable experience working in a multi-cultural, multi-lingual workplace. Additionally, this individual will learn about issues related to resettled refugees and political asylees; and assist these populations in obtaining economic self-sufficiency through job development and training strategies.

Essential Functions include:

Vocational ESOL Instruction

- Actively teaches Vocational ESOL classes, leading discussions and activities.
- Develops and expands upon existing curriculum and lesson plans.
- Delivers all subject matter outlined in the curriculum with the goal of ensuring that students obtain vocational and language skills for employment outcomes.
- Evaluates student progress on a regular basis, providing students with feedback regarding class performance, and providing support to address obstacles that may be impeding progress.



- Coordinates and collaborates with volunteer classroom aides as needed, and delegates tasks for small-group and one-on-one instruction by volunteers during class time.
- Performs other related duties as assigned.

Career Coaching

- Screens and conducts participant intake interviews and orientations.
- Assists participants in initial goal setting (both short- and long-term), career planning and educational services leading to job placement, skills upgrades and career advancement.
- Maintains active caseload of pre-employment participants.
- Maintains clear, accurate, up-to-date information and case notes.
- Provides case management support to clients in our employment programs; including access to basic needs, family supports, and external referrals.
- Collaborate with JVS staff, AmeriCorps members, and Bachelor of Social Work intern to support clients' participation in JVS programs and promote clients' socioeconomic stability and growth.
- Performs other related duties as assigned.

Marginal Functions include:

- Attends and actively participates in staff meetings and team-based projects.
- Actively participates in interagency planning to assure participants' needs are being effectively addressed.
- Performs other related duties as assigned.

Location: 75 Federal Street, 3rd floor, Boston, MA 02110

JVS is operating a hybrid model, offering services to participants both in-person and remotely. AmeriCorps members should be available to work in-person at JVS' main office as well as remotely, as the position requires. AmeriCorps members are expected to adhere to JVS policies pertaining to COVID-19.

Required Knowledge and skills:

- Strong interpersonal, communication and organizational skills
- Ability to work independently and as part of a team
- Ability to work effectively with staff and clients from diverse cultural, socio-economic, ethnic and educational backgrounds
- Ability to work in dynamic and often changing work environment.
- Commitment to learning techniques for providing effective services to support job outcomes refugees and immigrants.
- Preferred: Bilingual or additional language proficiency, especially in languages spoken by refugee and immigrant participants (i.e. Dari, Pashto, Farsi, Spanish, Haitian Creole, Arabic, French, Somali, Portuguese, or Cape Verdean Creole)

Member Objectives – specific for JVS [AmeriCorps partner NAIP](#) only:

- Assist immigrants and refugees in gaining economic stability by providing vocational training and supporting employment services.
- Become skilled and passionate service providers, educators, interpreters and/or advocates for Massachusetts immigrant and refugee communities.
- Engage community volunteers to address urgent educational and social needs.