



## **The Haitian Development Center of Delmarva**

**Position:** ESOL Coordinator

### ***Job Description***

ESOL coordinator is a certified teacher who will work in collaboration with Wor-Wic Community College, and the local school system to sign up clients for classes, connect with community partners offering classes, and teach ESOL classes as well. This coordinator will also identify clients and community members who may be eligible to take an interpreter class at Wor-Wic Community College and coordinate with them to connect them to the class and offer them a scholarship for successful completion of the program. The coordinator will be responsible for connecting clients with language services to support their use of care management services. The successful candidate must be bi-lingual, especially in Haitian Creole and English.

The ESOL coordinator's contribution will directly impact our organization's commitment to empowering individuals with the language skills they need to thrive. His/her service and commitment will make a tangible difference and shape a brighter future for those we serve.

### **Purpose:**

- Empower and guide adult ESOL students to success by connecting them with a dedicated team of volunteers and tutors— all working towards a common goal of enriching lives and fostering community through language education.

### **Primary Responsibilities**

- Conduct intake, assessments, and surveys.
- Place adults/students in appropriate classes or match them with online or in-person instruction.
- Provide appropriate training to qualified and volunteer individuals to teach ESOL to the Haitian community.
- Work together with the After School Supervisor to identify students needing assistance with ESOL
- Track student attendance and make weekly retention calls.
- Refer students to other programs or support agencies, as needed.

**212 West Main Street**

**Salisbury, MD 21801**

**443-358-0353**

- Communicate with staff at partner organizations hosting classes at locations around the Lower Shore of Maryland.
- Assist with community awareness and recruitment efforts.
- Contribute to regular team and staff meetings.
- Provide monthly reports to the HDCD Executive Director.
- Participate occasionally in monthly board meetings.

**General Agency Duties:**

- Represent HDCD at community events
- Participate in professional development opportunities and staff activities
- Contribute to annual allocation report and other reports as needed
- Perform other agency duties as assigned

**Qualifications:**

- Bachelor's degree required. A Master's degree in teaching English for Speakers of Other Languages (ESOL) would be a plus, with Applied Linguistics, Adult Education, or a closely related field preferred. Bilingual preferred, English and Haitian Creole).
- Experience in ESOL or adult education.
- Reliable transportation
- Proficiency with Zoom, Google Classroom, and Microsoft 365.
- Ability to manage multiple tasks; excellent communication skills; ability to work effectively in collaboration with diverse groups of people; action-oriented, adaptable, and innovative.

**Position type:** Contractual Full-Time, some travel required.

Please submit your resume and cover letter to the Haitian Development Center of Delmarva Inc. at [rtoussaint@hdcd.org](mailto:rtoussaint@hdcd.org) by July 15, 2024 (deadline).