

English Language Learning Program Director

Building One Community (B1C) was founded in 2011 to advance the successful integration of immigrants and their families into their local communities. Since its inception, B1C has served more than 11,500 immigrants who speak 37 different languages and originate from 104 countries. Through an array of B1C programs proven to accelerate immigrant integration, these immigrants have developed a sense of connection and belonging, improved their language and job skills, received legal services, accessed food pantries and healthcare, and gained skills needed to support their children's academic success. B1C also fosters cross-cultural understanding by educating the broader community about the contributions that immigrants make as well as the barriers that impede their progress.

B1C's English Language Learning (ELL) program provides a wide range of accessible English classes to participants, free of charge. The teaching model enables flexibility in learning – both to accommodate varied work schedules and to allow for participation virtually. Classes and small tutoring sessions are delivered by a team of dedicated volunteers. English citizenship classes are also offered through the ELL program. On-site childcare is provided.

Position summary: B1C is expanding its English Language Learning program by creating an ELL Program Director position to manage and implement an enhanced ELL program. The ELL Director will develop a teacher training program, adapt curriculum and supplemental materials to fulfill program needs, implement student and teacher assessment tools, and oversee the volunteer teachers and tutors. The ELL Director will also cultivate relationships with other ELL programs in the community and collaborate internally to develop vocational ELL programs to advance students into workforce programs. This 35 hour per week exempt position reports to the Deputy Director of B1C.

Essential duties:

- Develop and implement effective, impactful ELL teaching practices for volunteer teachers, tutors and staff.
- Establish and manage initial assessments and an ongoing evaluation process for ELL participants.
- Oversee the ELL Manager, class schedules, and classroom and tutoring modules (both online and in-person).
- Manage B1C's vocational ELL programs.
- Develop and maintain external partnerships with various agencies and organizations on behalf of B1C to support the extension of the ELL program and two-way referrals.
- Update and maintain the database in Salesforce to measure the success of the program.
- Work closely with B1C's Family and Individual Services Program, Workforce Development Program, and other programs to understand student needs and promote progress in immigrant integration.

- Provide overall leadership to B1C as it seeks to continuously improve English language learning for the Stamford immigrant community.
- Conduct onboarding, workshops, and other training opportunities for volunteer teachers around the Ventures curriculum and other supplemental materials and technology.
- Support volunteer ELL teachers on-site and online as needed, while helping them improve their knowledge and skills. Occasional night and weekend availability.
- Maintain and enhance online materials and resources (B1C's online ELL Library).

Required Skills/Qualifications:

- 4 years of combined ELL teaching and management experience in a nonprofit organization or related setting.
- Graduate degree in TESOL, Applied Linguistics or related field.
- Experience with teacher training, assessment tools, and building a library of materials to complement existing textbook.
- Working knowledge of Spanish preferred.
- Self-directed with strong organizational and communication skills.
- Ability to collaborate with internal and external groups.
- Experience working with immigrant populations preferred.
- Volunteer management experience preferred.
- Technology savvy, and experienced with online platforms such as Zoom.

To apply for this position, please submit your resume and a cover letter to jobs@b1c.org. Resumes without a cover letter will not be reviewed; no telephone calls please.

Building One Community is an Equal Opportunity Employer