

**POSITION AVAILABLE: ADULT English Language Acquisition (ELA) SPECIALIST**

**Supervisor: Director of Adult Education, Guadalupe Center**

Guadalupe Center is a private non-profit which seeks to transform lives through education. The Adult Education Program utilizes both traditional instruction and community volunteers to provide instruction in English Language Acquisition to low-income immigrant adults.

**Position: English Language Acquisition (ELA) Specialist (full-time, year round).**

**Qualifications:**

- Must have Certificate in TESOL, MA Applied Linguistics / TESOL, or be currently finishing one of these degrees.
- Must have compassion and caring for low-income immigrant adults who are seeking to improve their lives through education.
- Punctuality, dependability and organization are absolute musts.
- Experience with very low-level learners of English strongly preferred.
- Must be able to improvise on short notice and handle busy situations with good humor.
- Need an appreciation for volunteerism and a desire to assist volunteer tutors in reaching their fullest potential.
- Knowledge of materials development, language acquisition theory and testing / assessment is an asset.
- Some proficiency in Spanish a plus.
- Certification in administration of Basic English Skills Test (BEST) very helpful.

**Responsibilities include:**

- Teach two 3- hour basic ESL classes per week (one on MW evenings; the other on T/TH evenings)
- Coordinate 8-9 small groups of students and volunteer ESL tutors.
- Plan a detailed 2-hour ELA lesson plan for each student group, twice weekly.
- Select and/or develop appropriate materials for each group.
- Supervise, encourage and train volunteer tutors in instructional techniques.
- Monitor students' progress via standardized assessment tools.
- Complete basic administrative tasks.
- Attend staff meetings and participate in professional development opportunities.
- Assist as needed with additional student services.

- Additional projects and hours may be offered, depending on skills and interests.
- Other duties as required

**Hours:** 40 hours per week. Instructional hours: M-TH 5:00 PM-9:00 PM. Remaining hours flexible. Salary range: \$45,000-\$50,000 plus PTO, 401k and health insurance (incl. vision and dental). **Position closes July 11, 2025**

**Please send resume and cover letter to Colleen Baum, Guadalupe Center, 1385 N. 1200 West, Salt Lake City, UT; or e-mail to [colleenbaum@guadutah.org](mailto:colleenbaum@guadutah.org).**

No person shall be denied services because of race, religion, color, sex, disability, age, or national origin.