

JOB POSTING

Position Title: Citizenship Instructor

Department: Immigration

Location: West Rogers Park

Job Type: Full-Time

Responsibilities

- Provide engaging, informed online citizenship instruction for students with high-beginner to advanced English levels
- Plan and implement class lesson plans based on RefugeeOne's program curriculum
- Integrate speaking, listening, reading, writing, and civics components of the naturalization interview in class lessons
- Assess student growth through pre- and post-testing
- Assist with recruitment and intake process for new students
- Maintain class attendance records and assist in maintaining citizenship client files
- Assist with preparation of N-400 and N-600 citizenship applications
- Provide case management for citizenship clients
- Maintain an up-to-date knowledge of citizenship law
- Assist in grant reporting activities specific to citizenship program
- Attend meetings as needed
- Other duties as assigned

Requirements

- 2 years of instructional experience with English language learners
- Prior legal experience preferred
- Flexibility to teach evening classes
- Bilingual in Rohingya, Burmese, Arabic or French preferred
- Experience working with individuals and groups from diverse cultures, religions and communities
- Must be highly organized and proficient in creating strong interpersonal relationships
- Exhibit strong computer literacy skills including: Microsoft 365, Zoom and WhatsApp
- Passion for the mission and vision of RefugeeOne

Generous benefits package offered with full-time employment.

To apply, send resume and cover letter to Alexis Wardius at awardius@refugeeone.org



refugeeone.org

NO PHONE CALLS PLEASE