



ENGLISH AT LARGE AMERICORPS NEW AMERICAN INTEGRATION PROGRAM

The **NEW AMERICAN INTEGRATION PROGRAM (NAIP)** is an AmeriCorps program administered by the MIRA Coalition, in partnership with English for New Bostonians. Up to 30 NAIP members will be placed at various community-based organizations across Massachusetts to address barriers to economic empowerment among immigrants and refugees by focusing their service on job readiness training (including ESOL instruction) and/or citizenship services (including application assistance and civics instruction). Additional add-on services include volunteer coordinator and community service support.

ABOUT ENGLISH AT LARGE: English At Large is a nonprofit that provides individual and small group instruction through a volunteer network to adult immigrants who want to acquire English language skills as they adapt to life in the United States. Our vision is that newcomers will develop the English language skills and acquire the cultural knowledge needed to fully engage in their communities and fulfill their life goals. EAL serves 21 communities in Middlesex County; our One-to-One Tutoring, Conversation Groups, Career Access Lab(CAL) and Beginner English Programs serve more than 500 learners each year.

SERVICE POSITION TITLE: CAL Coordinator

SERVICE DESCRIPTION: The CAL Coordinator facilitates the activities of the Career Access Lab Program (CAL). CAL serves immigrants who want to securing meaningful employment and/or advance their career in the United States. CAL services include individual career assessment, a 15-week instructional Career Group Program, Workplace Conversation Groups and networking events. The Member will have the opportunity to build on a well-defined curriculum and benefit from the support of highly-experienced staff and volunteers.

SERVICE LOCATION: Middlesex County; the EAL office is located at 800 W Cummings Park, Suite 5550, Woburn, MA 01801

SERVICE SCHEDULE: Monday – Friday, 9 am to 5 pm, with occasional evening and weekend activities. Members commit to full-time service from Sep 5, 2018 through Aug 3, 2019.

ESSENTIAL RESPONSIBILITIES:

- Facilitate activities of Career Access Lab Program, leading 15-week career groups, conducting in-person career assessments and leading resume review, mock interview, networking and other career-readiness related events
- Facilitate a Workplace Conversation Group, including developing curriculum materials
- Recruit and manage volunteers
- Track and report on activities and progress of program participants
- Travel at least once/month for NAIP member meetings;
- Make a full-time, 11-month commitment



MARGINAL RESPONSIBILITIES:

- Create and maintain a current list of resources for career information and job-search activities
- Lead a summer Book Group
- Maintain a service portfolio and service journal

QUALIFICATIONS

- Willingness to be a positive, effective and contributing member of an organization and/or community
- Proficiency in Microsoft Office and Google Suite; comfortable using online communication and collaboration tools
- Ability to work independently and as part of a team with a diverse network of individuals
- Excellent organizational and communication skills
- Interest in and commitment to national and community service
- Experience working with diverse populations
- High school diploma or GED equivalent
- 17 years of age or older
- Must be a US Citizen, US National or Legal Permanent Resident
- Must be willing to undergo a National Service Criminal History Check, including screenings through the National Sex Offender Public Website, a name-based search of the statewide criminal history registry both in Massachusetts and your state of residence upon application to our program, and a fingerprint-based FBI check

BENEFITS

- Access to ongoing professional development and training
- A Living Allowance up to \$13,732
- Loan forbearance and a Segal Education Award of \$5,920 upon completion of service
- Health Coverage
- Child Care Assistance
- Expert training in Teaching ESOL (including an opportunity to acquire a TESOL Certificate), Citizenship Assistance, and Job Readiness Instruction

NAIP NOTICE OF NON-DISCRIMINATION

NAIP does not discriminate on the basis of race, creed, color, national origin, ability, gender, secular preference, sexual orientation, marital status, age, political affiliation or religion, in accordance with the non-discrimination requirements of applicable statutes. NAIP is committed to supporting individuals with disabilities to serve as AmeriCorps members.

HOW TO APPLY

Download the general application from the MIRA website: www.miracoalition.org/ameri-corps-programs

Submit your resume and application via e-mail to naip@miracoalition.org. Incomplete applications will not be considered.

Applications will be accepted on a rolling basis until all positions are filled. Please note that if not selected for this position, you may still be considered for placements at other host sites.

