



**WELLSPRING HOUSE**  
**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 Wellspring:** The Wellspring mission is to empower individuals and families to live more secure lives through basic needs assistance, education and job training. Wellspring is guided by the vision of a society where all are welcomed and everyone has the opportunity to live a full and positive life. Believing that each life touches every other life, we work toward this vision of caring for the earth and her people by sharing our resources in a spirit of hospitality.

**SERVICE POSITION TITLE:** ESOL/Job Readiness Instructor

**SERVICE DESCRIPTION:** The NAIP AmeriCorps member at Wellspring will teach and prepare quality ESOL classes, act as a translator/interpreter, assist individuals in becoming job ready, and assist in the development of ESOL curriculum and modules. This role may also include general office work and other related duties as assigned.

**SERVICE LOCATION:** Gloucester, Massachusetts

**SERVICE SCHEDULE:** Tuesdays and Thursday 8:30am-1:00pm, 5:00pm-8:00pm; Wednesdays 8:30am-2:00pm, other days and hours to be discussed. Members commit to full-time service from Sep 5, 2018 through Aug 3, 2019.

**ESSENTIAL RESPONSIBILITIES:**

- Teach two to three section of ESOL per cycle
- Assist in development of curricula and modules
- Assist in Tutor training workshops
- Provide interpreting/translation services
- Assist students in job readiness and development
- Travel at least once/month for NAIP member meetings;
- Make a full-time, 11-month commitment

**MARGINAL RESPONSIBILITIES:**

- General office work: copying, filing, organizing, collating
- Assist in promotion of programs (flyering, outreach)
- Attend Education team staff meetings/organization wide events
- Assist in development/implementation of focus groups



## QUALIFICATIONS

- Spanish language proficiency (written and spoken) strongly preferred
- Willingness to think "outside of the box"
- Open minded
- Excellent creative and organizational skills
- Desire to learn as well as contribute
- 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

- Laptop and work space
- working with an experienced and diverse team/mentors
- experience to develop new and exciting programs
- 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/amicorps-programs](http://www.miracoalition.org/amicorps-programs)

Submit your resume and application via e-mail to [naip@miracoalition.org](mailto: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.

