



Employment Opportunities/ Job Openings

Lead Instructors for IELCE **(Integrated English Literacy and Civics Education)**

Catholic Charities Atlanta is hiring a **part-time (10-12 hours) Lead Instructors for IELCE** classes for adults. In this position, you will assist with the development and implementation of the IELCE curriculum, conduct and interpret approved assessments, maintain accurate and thorough case records and assist in the training and supervision of volunteers at your site. Classes are taught in Lilburn and Chamblee in the evening (6pm-10pm) and daytime (9am-2pm).

Minimum Requirements:

- Bachelor's Degree in relevant field; Master's Degree preferred
- Experience working with multicultural populations
- Direct experience in providing ESL or related classes for adults
- Ability to use both Microsoft Office (Word, Outlook, PowerPoint, Excel) and online databases

Preference will be given to those candidates with the following:

- TESOL Certificate
- BEST Plus and BEST Literacy Administration Training completed
- Familiarity with GALIS
- Experience with the recruitment, training and supervision of volunteers
- Bilingual in a relevant language

Please submit a resume and cover letter that details your interest in working for Catholic Charities Atlanta to:

ccaemployment@ccatlanta.org