



Immigrant Welcome Center

Job Description: Director of English at Work

Department: English Language Learning

Status: Full-time, Exempt

Supervisor: Chief Executive Officer

Salary: \$45,000-\$75,000 (Commensurate with experience)

The mission of Immigrant Welcome Center (IWC) is to be a trusted partner and advocate for all immigrants. We are committed to ensuring that our communities are welcoming and have resources so that all immigrants can thrive. IWC team members enjoy a collaborative, ambitious, mission-focused culture; flexibility for home and office-based work; supportive benefits (including health insurance); flextime and time-off arrangements that support healthy integration of work and life demands.

Position Summary

The Director of English@Work will lead IWC's work in expanding business and public sector support for English language learning opportunities for immigrants in the Indianapolis area. The Director of English@Work will work at multiple levels to build awareness of the value of on-site workplace English classes that benefit both the limited-English proficient employees and the employers, and will design and implement a streamlined referral system to connect employers with ESOL providers. The Director of English@Work will be involved with program development, advocacy, research, outreach, and education, and will inform interested business leaders about clear, simple next steps and available funding streams. The Director of English@Work will further IWC's mission to create opportunities for immigrants to advance in their economic, educational and civic aspirations, mainly through awareness-raising and relationship-building.

This is currently a grant funded position through 2025. Support of this position beyond 2025 will be dependent on securing funding from multiple streams, including donors, corporations, and fee-for-service.

Responsibilities

- Build organization's knowledge and practice in engaging Indianapolis-area businesses in the support, design and delivery of English language training to immigrant workers.
- Provide the organization with expertise and knowledge of labor market and community ESOL needs and best practices.
- Identify and conduct outreach to businesses that employ high numbers of immigrants with limited English skills to share expertise and encourage their investment in ESOL classes.
- Identify opportunities for strategic partnerships, using a lens of value to the organization and mission; represent IWC in those partnerships as well as in forums, conferences, etc.
- Oversee special projects designed to identify and promote business engagement in ESOL, for example surveys, development of customized English courses, events.

- Assist with growth of Indiana Workplace English Collaborative (the English@Work Consortium), including employer outreach, development of meeting agendas, and communications.
- Establish a website or distinct IWC webpage for Workplace English and building search-engine optimization (SEO) so that interested business leaders would be able to access IWC's English@Work initiative and information about clear, simple next steps.
- Work in collaboration with IWC's English Learning Director to share a consistent message of improving language access to immigrants in the workplace
- Organize events in collaboration with local government leaders to highlight businesses that offer on-site workplace English classes, and ESOL programs that partner with them.
- Engage with local stakeholders, including community-based organizations, advocacy groups, labor unions, businesses, ESOL providers, universities, and trade associations

Success Indicators

Success in this role is indicated by the following:

- A comprehensive plan for awareness-building campaign is developed and implemented
- Workplace English funding prospects are identified and clearly communicated to employers
- A workflow for handling inquiries is developed and implemented
- Preliminary members of English@Work Consortium are determined, representing the providers who are most interested in collective learning and partnership with IWC on leads
- A webpage on IWC site or new site is developed
- Grant measurables are fulfilled and grant reporting is completed on time

Work Responsibilities & Requirements

- Primarily works in the office, 3 days in person, 2 days remote.
- Flexible working schedules, 8-hour shift Monday – Friday. Choose your start time between 8:00am-10:00am, and end time between 4:00pm -6:00pm.
- Some evening and weekend work is required (flex time available)
- Extensive administrative work on computer and phone.

Required Qualifications & Skills

Education/Skills

- Master's degree in education, business, or non-profit management **and** 3 years of experience in *or* bachelor's degree in above-listed fields **and** 5 years of experience.
- Proficiency and ease with Microsoft Office suite, social media, cloud-based tools including Google suite.
- Ability to meet deadlines and handle various projects simultaneously.

Business/Marketing

- Proven experience in researching and strategically gathering information to establish sectoral labor market priorities and to attract businesses to IWC's mission and work.
- Marketing/communications experiences/skills, especially related to email and event related marketing and communications.
- Some entrepreneurial experience preferred.

Coalition-building

- History with and/or comparable experience in program and coalition building, including experience working with educators and/or education entities and building relationships with corporate entities
- Collaborative in nature, able to bring different minded/opinioned people together for a collective effort/cause
- Familiarity / connection with local ESOL providers, community partners, and local businesses business community
- Experience as a community organizer and coalition builder

Preferred Qualifications:

TESOL background strongly recommended

- Experience supervising (preferred) and collaborating with ESOL staff
- Experience in adult education, workforce development or related field preferred
- Some teacher training experience

Immigrant knowledge

- Familiarity with the central Indiana immigrant population and their unique needs/cultural values/etc.
- Passionate about language access and the benefits of increasing the diversity of working communities throughout central Indiana
- Bilingual/bicultural preferred
- Knowledge and understanding of issues of immigration required, including race, class, and gender, and the ability to assist others to develop that type of understanding
- Cross-cultural living or work experience preferred
- Ability to work as part of a team and in culturally diverse environment.

Communication skills

- Clear communication skills, verbal, written, and presentation
- Excellent organizational skills
- Strong interpersonal skills to continue the trust and collaboration that has been developed over the last 1.5 years

This is an immediate opening, applications will be reviewed on a rolling basis.

Please email your resume, cover letter, and references to our Director of Programs and Operations, Christina Arrom (carrom@immigrantwelcomecenter.org). Subject line should read: Applicant for Director of English at Work.