

**Nationalities Service Center – VISTA Service Announcement**

**English Language Supports Coordinator**

**About the Organization:**

Nationalities Service Center (NSC) serves more than 5,000 immigrants and refugees each year from over 110 countries. We provide comprehensive services in immigration law matters, community transition and integration, access to health and wellness, language access and proficiency, and job readiness training for immigrants and refugees. NSC’s mission is to welcome and empower immigrants to thrive in our communities and pursue a just future. Our vision is that all immigrants achieve a life of safety and stability, sustainable opportunities, and meaningful community connections.

**Program Overview:**

For nearly 100 years, NSC has remained the premier center for English language classes in the Greater Philadelphia Area. Nationalities Service Center is also Act 48 accredited by the Pennsylvania Department of Education. Our most popular classes are our student-centered English as a Second Language (ESL) classes -- we host beginning, intermediate, and advanced courses. Students’ language skills are assessed at registration and they are placed in one of seven levels of ESL classes. All of our classes are open to the public and taught on-site at NSC or virtually by highly motivated, experienced volunteer teachers who help students gain a richer understanding of US culture and society.

**About the Position:**

The Education Coordinator is a full-time service position as an Americorps VISTA. Serving as a VISTA is a unique opportunity to make a real and lasting impact on immigrant and refugee communities, while also developing your own skills! In addition to a unique service environment interacting with clients from across the world, NSC invests in our VISTA members with tailored training and ongoing professional development. Plus members who successfully complete their service term are eligible for an Americorps Education Award! VISTA also offers a relocation allowance, health care and child care benefits and much more.

## Primary Responsibilities:

The VISTA member will develop and strengthen networks, channels, and strategies for promoting NSC’s ESL classes and ESL-related services across Philadelphia and beyond. The VISTA will recruit; screen and train all volunteers to teach a broadly applicable ESL curriculum geared specifically towards immigrant English language learners, including those whom have never received a formalized education. This training will prepare volunteers to teach trauma-informed English classes that can be adapted to a wide variety of English levels. The VISTA will also refine NSC’s ESL service plan, which measures English competencies as they apply to everyday life, and identify clients’ ESL needs and goals Manage Health Access program budget and reporting to funders.

**Qualifications:**

NSC’s staff is comprised of individuals with diverse professional and lived experiences, fluency in multiple languages, and a deep knowledge of and commitment to the immigrant communities we serve.

Applicant should possess the following: strong communication and interpersonal skills as demonstrated by compassionate, cooperative, and professional interaction with diverse groups of co-workers, external business partners, and the community; strong ability to adapt to the use of computer and use a variety of common software programs. 1+ years working with immigrants/refugees preferred. BA/BS degree from an accredited college or university in a related field of study. Overseas credentials or other commensurate experience accepted.

**How to Apply:** This is a position through Americorps VISTA. Please apply here: <https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=101598>

*NSC is an equal opportunity employer committed to a policy of non-discrimination in all employment practices and does not discriminate based on race, ethnicity, religion, gender, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, nor any other basis protected under applicable law.*