

# NOW HIRING



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## ESL Coordinator

**Position Assignment:** Outreach Specialist

The ESL Coordinator reports to the Central Services Manager and is located at the Shipley Walters Center for Yolo County Archives and Library Services in Woodland. This position will coordinate English as Second Language classes in rural Yolo County, as well as recruit and train volunteers to provide one-on-one ESL tutoring. This position is funded by a multi-year grant from the California State Library.

The ESL Coordinator will work with library staff, partner organizations, and diverse communities. Responsibilities include curriculum development and language acquisition assessment, ESL course implementation, volunteer intake and management, training, publicity, and grant management including data tracking, budget spending, statistics, and demographics.

Experience working in a multilingual, multicultural environment is highly desired, and the ability to read, speak, and write in Spanish is preferred. The incumbent will utilize their multilingual and multicultural knowledge and experience to not only perform their duties but also appropriately serve the community in a manner that is culturally competent and affirming.

### Minimum Qualifications:

**Education:** Bachelor's Degree from an accredited college/university; and

**Experience:** One year of volunteer or paid work experience with community organizations, schools, or working with education programs.

**Substitution:** Five years of directly related work experience working with community organizations, schools, or education programs is also qualifying and may be substituted for the required education.

**This position is open until filled. For best consideration, please apply by March 1, 2022.**

Apply by submitting resume and cover letter to: 226 Buckeye St., Woodland  
or hand deliver your application in a sealed envelope to a  
Yolo County Library branch with Attn: Elizabeth Gray on the envelope.

*This is an extra-help position that is limited to working 1,000 hours per fiscal year.  
Extra help positions do not receive benefits that accrue to regular County employees.*

*Pay rate: \$24.11/hour Schedule: 15 to 20 hours/week*

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