



## ELL Assistant

**About Us:** Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

**Position Summary:** Building One Community (“B1C”) seeks a collaborative and highly organized **ELL Assistant** to oversee ELL evening classes. This 4 hour per week, part-time position requires on-site attendance at our 77 Selleck Street from 6-8 pm on Mondays and Wednesdays (Federal Holidays excluded).

### Primary Duties:

- Greet and welcome ELL participants, volunteer teachers and tutors before classes commence.
- Match ELL participants with volunteers at the beginning of each session.
- Assist ELL teachers and one-on-one tutors with session preparation by collecting and preparing materials and helping them with planning as needed.
- Support volunteer ELL teachers and tutors onsite as needed, helping them improve their teaching knowledge and skills.
- Provide facility tours to volunteers and potential volunteers as needed.
- Coordinate occasional volunteer group visits with the Volunteer Manager.
- Ensure participants sign in using the class attendance sheet.
- Teach ELL classes at B1C as needed.
- Organize, sort and enhance resources at B1C’s ELL Library (worksheets, books, educational games, etc)
- Ensure student behavior complies with B1C policies; mediate issues with teachers and volunteers, if necessary.

### Required Skills/Qualifications:

- Fluent in Spanish and English. Knowledge of French a plus.
- Experience working with immigrant populations required.
- Self-directed with strong organizational and communication skills.
- Commitment to B1C’s mission and goals.

To apply for this position, please submit your resume and a cover letter to [jobs@b1c.org](mailto:jobs@b1c.org).

*Building One Community is an Equal Opportunity Employer*