



Classroom Instructor

Arrive Ministries is a Christian nonprofit seeking life transformation for refugees, immigrants, and the Church. We live out God's command to welcome refugees and immigrants by providing direct program services, mobilizing the church, and calling our communities to respond Biblically.

Job Summary: The Classroom Instructor teaches classes for adult refugee and immigrant students. This position works with students from different ethnic, religious, linguistic, and educational backgrounds to build their confidence and self-sufficiency. The primary courses taught by the Classroom Instructor include Beginner and Intermediate English, with additional courses to include: job readiness, financial literacy, citizenship preparation. This role uses standardized curriculum, with the ability to adapt and refine based on student needs.

Responsibilities:

- Plan and teach English classes for recently arrived adult refugee and immigrant learners, utilizing program curriculum to build English communication skills for employment, community navigation, and social connection.
- Plan and teach classes that promote self-sufficiency and advancement: job readiness, financial literacy, citizenship prep, permit prep, etc, utilizing provided program curriculum.
- Provide class instruction in various formats: in-person, hybrid, and virtual.
- Provide orientation to new students, track participation, and refer students for support services, maintaining close communication with students to promote their participation and growth.
- Manage student records in an organized and confidential manner, including attendance, testing records, and enrollment information; create client notes in Microsoft Dynamics and record individual client service data.
- Develop class curriculum, materials, and resources, along with the Education Programs team.
- Work closely with Education Programs volunteer coordinator to identify opportunities that promote student advancement.
- Assist with team projects and related tasks as needed.

Knowledge and Skills required:

- Mature and personal Christian faith
- Bachelor's degree and TESOL/TESL/TEFL certification
- 2+ years teaching English preferred
- Experience working in a multi-cultural, social service setting
- Ability to create a safe, engaging, and fun classroom community



- Self-starter with strong initiative and follow-through
- Good organizational skills and ability to prioritize multiple duties
- Flexibility to teach in-person and/or online, depending on student need each quarter
- Excellent written and oral communication skills in English
- Advanced computer proficiency, including database management
- Demonstrated ability to work effectively and sensitively with people of diverse cultural and religious backgrounds
- Desire to serve and empower the Church to impact vulnerable communities
- Valid MN Driver's license with proof of insurance and good driving record
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values, and Code of Conduct

Additional Information:

- Reports to Education Programs Manager
- This position works out of Richfield Headquarters, with flexibility to teach courses in other locations through the Twin Cities, as needed
- Full-time, non-exempt
- Regular office hours 8:30am-5pm, with the ability to work up to two evenings per week for classes

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