



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 is responsible for teaching classes and workshops to adult refugee and immigrant students, helping them build confidence and self-sufficiency. This role involves working with individuals from diverse ethnic, religious, linguistic, and educational backgrounds. The primary focus is on teaching Beginner and Intermediate English, alongside additional courses such as job readiness, financial literacy, driver's permit and citizenship preparation. Additionally, the instructor will create workshops based on the requests or needs of refugee and immigrant clients, ensuring that the content is relevant and beneficial to their unique situations. The instructor will utilize standardized curriculum while adapting it to meet the specific needs of the students.

Responsibilities:

- Plan and teach literacy classes for recently arrived adult refugee and immigrant learners, focusing on enhancing their English communication skills for employment, community engagement, and social connection.
- Deliver classes that promote self-sufficiency and advancement in areas such as job readiness, financial literacy, citizenship preparation, and workshop participation, using the established program curriculum.
- Facilitate outreach efforts by connecting with local organizations in the metro area to promote our classes, assist with workshop enrollment, and organize transportation for class participants using the organization's bus to ensure students with transportation challenges can attend.
- Conduct one-time workshops designed to provide class participants with valuable knowledge in key areas, enhancing their skills and confidence.
- Offer class instruction in various formats: in-person, hybrid, and virtual, to accommodate different learning preferences.
- Provide assessment and orientation for new students, track participation, and refer them for support services, maintaining ongoing communication to promote their engagement and growth.
- Manage student records in a confidential and organized manner, including attendance, testing records, and enrollment information; create client notes in Microsoft Dynamics and record individual client service data.
- Collaborate with the Education Programs team to develop class curriculum, materials, and resources.



- Work closely with the Education Programs volunteer coordinator to identify and create opportunities for student advancement.
- Assist with team projects and related tasks as needed.

Knowledge and Skills Required:

- A mature and personal Christian faith.
- Bachelor's degree and TESOL/TESL/TEFL certification is preferred
- 2+ years of teaching English is preferred.
- Experience working in a multicultural social service setting.
- Ability to cultivate a safe, engaging, and enjoyable classroom environment.
- Self-starter with strong initiative and follow-through.
- Excellent organizational skills and ability to prioritize multiple responsibilities.
- Flexibility to teach in-person and/or online, depending on student needs each quarter.
- Strong written and oral communication skills in English.
- Advanced computer proficiency, including database management.
- Proven ability to work effectively and sensitively with people from diverse cultural and religious backgrounds.
- A desire to serve and empower the Church to make a positive impact in vulnerable communities.
- Valid MN Driver's license with proof of insurance and a good driving record.
- Agreement with and adherence to Transform Minnesota's Statement of Faith, Core Values, and Code of Conduct.

Additional Information:

- Reports to the Education Programs Manager.
- This position is based at the Richfield Headquarters, with the flexibility to teach courses at various locations throughout the Twin Cities as needed.
- Full-time, non-exempt position.
- Regular office hours are 8:30 AM - 5:00 PM, with the ability to work up to two evenings per week for classes.

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