



P-CAN Citizenship Instruction Coordinator (Part-Time- Contract)

Job Title: P-CAN Citizenship Instruction Coordinator
Supervisor: P-CAN Program Coordinator
Status: Part-time, Long-Term Temporary, Independent Contractor (6-8 hours/ week)
Salary: \$28.00 - \$33.00 per hour (1099)
Duration: Until 09/30/2025, with a possibility of extension

Mission: HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through immigration legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society. HIAS Pennsylvania is the lead organization of the Pennsylvania Citizenship Action Network (P-CAN), a collaborative of four adult education providers and two DOJ-recognized organizations formed to provide services to low-income residents in the Greater Philadelphia Area in need of citizenship instruction and naturalization application assistance.

Position Description: HIAS Pennsylvania is looking for a part-time Citizenship Instruction Coordinator to oversee the coordination & delivery of educational services, ensuring that project goals are met and that high-quality service is provided.

Summary of Responsibilities:

- Serve as lead teacher for the P-CAN program, overseeing the delivery of educational services and ensuring that high-quality services are provided by partner agencies.
- Provide strategic and pedagogical support as needed to teachers of citizenship classes under the PCAN grant at partner agencies. This includes observing classes, posting sample lesson plans, and mentoring teachers by sharing practices that encourage and reinforce persistence.
- Meet regularly with instruction site teachers to ensure high quality instruction and provide support for issues as they arise.
- Oversee the administration of CASAS pre- and post-testing, including assisting with CASAS testing at partner agencies when needed.
- Coordinate, with host citizenship instruction sites and the Program Coordinator, information sessions used to enroll learners in citizenship classes.
- With the Program Coordinator, determine appropriate referral and enrollment for information session attendees.
- Recruit volunteer tutors, classroom assistants, and mock interviewers to supplement the citizenship classes.
- Train, supervise, and mentor all volunteer tutors. The Citizenship Instruction Coordinator will be a point of contact throughout their tutoring commitment and will provide guidance and best practices to

tutors to ensure quality control.

- Match volunteer tutors with citizenship students and naturalization applicants who are referred by HIAS PA staff and partner agencies for tutoring services.
- Coordinate mock interviews at the end of each citizenship class—recruit a team of volunteer tutors to participate and provide them with the necessary instruction and materials.
- Hold 2-3 workshops per year to train new volunteers.

Applicant must be available to work several evenings per quarter when information sessions and/or CASAS testing sessions are held.

Qualifications:

- Bachelor's Degree required.
- TESOL/TESL/TEFL Certification or Master's in TESOL required.
- CASAS certification not required ahead of time, but this is a requirement if hired.
- Minimum 2 years of experience teaching adult language learners. Preference for candidates who have experience teaching preliterate and low beginner level learners.
- Experience managing, training, and communicating with volunteers.
- Current (within one year) PA Criminal Background check, PA Child Abuse Clearance, and FBI Fingerprint Check.
- Cultural sensitivity and openness to working with different values and beliefs.
- Ability to work independently as well as within a team with strong interpersonal skills.
- Ability to maintain confidentiality and professional boundaries as required and appropriate.
- Ability to exercise sound judgment in decision-making practices.
- Strong leadership, organizational, and time management skills.
- Ability and willingness to travel to Center City as well as partner sites outside of Center City.

Other Information: HIAS Pennsylvania is currently working on a hybrid work model. HIAS Pennsylvania requires all staff to be fully vaccinated against COVID-19 with the exception of those who have approved medical or religious belief exemptions.

How to Apply:

HIAS Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, gender identity, sexual orientation, age, marital, veteran or disability status, political affiliation, or beliefs. We believe that diversity enriches our organization and helps us to fulfill our mission. All qualified applicants, including those who represent minority and marginalized groups, are strongly encouraged to apply.

To apply, please send a cover letter and resume in PDF format to humanresources@hiaspa.org. Please make the title of the position that you are applying for the subject of your email. If you would like to be considered for more than one open option position, please indicate so in your email and cover letter. No phone calls, please.