



ESL/ESOL Adult Education Instructor

Department: Adult Educational Programs

Position: Part time/Non-Exempt

Estimated hours per week: 12

Please reply by: July 31, 2026

Applications will be reviewed on a rolling basis; early applications are encouraged; position open until filled.

Time frame: August 2026 to May 2027, with the possibility of continued employment beyond AY27.

Organization Overview:

Encuentro's mission is to transform New Mexico into a thriving community for all of its residents. We do this by engaging with Latinx immigrant families in educational and career development opportunities that build skills for economic and social justice. Encuentro is committed to the belief that quality education should build both individual and community **knowledge**, and with that knowledge comes individual and community **power**.

Adult Educational Programs and ESL Program Overview:

Encuentro's Adult Education Programs support Spanish-speaking immigrants through a comprehensive, community-centered approach to learning. We offer classes in ESL, Citizenship, High School Equivalency (HSE), Digital Skills, Financial Literacy, Small Business Development, Home Health Aide Training, and Community Journalism.

Our ESL program helps students build English skills, increase confidence, and participate more fully in their families, workplaces, and communities. Through a supportive, inclusive classroom environment, students develop the language skills and confidence to achieve their goals and contribute to their communities.

Position Overview

The ESL Instructor will plan and facilitate engaging online ESL classes for Spanish-speaking adult learners. Responsibilities include synchronous instruction, curriculum planning, development of asynchronous activities, providing feedback on student work, and maintaining regular communication with learners.

The instructor will receive support from a Distance Learning Assistant, who helps learners navigate technology, and an Educational Assistant, who supports communication and coordination with the education team. This position is part of Encuentro's Adult Education team and reports to the Director of Educational Programs, with ongoing collaboration and guidance from the Adult Education Programs Manager and Coordinator.

Key Responsibilities

- Plan and facilitate engaging online ESL/ESOL classes for adult learners.
- Develop and adapt culturally relevant lessons that integrate digital literacy, civic engagement, and real-life language use.
- Assess learner progress, provide feedback, maintain student records, and communicate regularly with learners.
- Participate in trainings, team meetings, and occasional community events.
- Collaborate with Encuentro staff and education partners.

Required Qualifications and Skills

- Minimum 2 years of experience teaching ESL/ESOL to adults.
- Experience working with immigrant and/or Spanish-speaking communities.
- Knowledge of adult learning principles, differentiated instruction, and culturally responsive teaching practices.
- Ability to teach speaking, listening, reading, and writing skills in an inclusive, supportive learning environment.
- Comfortable using Spanish to support students with limited English proficiency.
- Strong communication skills and ability to build trust and confidence with learners.
- Ability to adapt instruction to diverse learning needs and program goals.
- Ability to maintain accurate records for student progress and program evaluation.

Technology Skills

- Experience teaching and adapting curriculum for online learning.
- Ability to support students with basic digital skills needed for online learning.
- Proficiency using virtual learning tools such as Google Meet, Google Classroom, and WhatsApp.
- Experience creating and sharing instructional materials using Google Workspace tools (Docs, Slides, and Sheets).
- Ability to provide feedback on student work and use digital tools to create an interactive online learning environment.
- Reliable internet access and access to a laptop or desktop computer (equipment may be available if needed).

Preferred Qualifications

- Degree in education or related field (BA/BS/MA/MEd).
- Experience with participatory education and/or liberation pedagogies.
- Commitment to student-centered, inclusive, and collaborative teaching practices.

Class Assignment, Schedule, and Compensation

Encuentro's classes are currently offered online using Google Meet and Google Classroom, with email and WhatsApp used for communication and asynchronous learning activities.

This position is for one online Beginner ESL class:

Class Schedule: Tuesday and Thursday, 9:00–10:45 a.m.

Employment Period: August 2026 – May 31, 2027 (excluding holidays and program breaks)

Weekly Commitment: Approximately 12 hours per week

Compensation: \$23.50/hour (final compensation details will be confirmed during the interview process)

Application Instructions

To apply, please email the following materials:

- Brief cover letter highlighting relevant experience and qualifications
- Resume, including three professional references
- Sample lesson plan for a beginner-level online ESL class
- 10-minute self-recorded teaching demonstration using Google Meet or another shareable format, based on your lesson plan

Please email application materials and questions with the subject line **"ESL Instructor Position"** to:

 info@encuentronm.org

Attention: Teresa Guevara, Director of Educational Programs, and Rebeca Martinez, Adult Education Programs Manager

Equal Opportunity Statement

Encuentro is an equal opportunity employer committed to building a diverse workforce and inclusive workplace culture. We welcome and encourage applications from all qualified candidates regardless of race, ethnicity, religion, sexual orientation, gender identity or expression, age, national origin, civil status, citizenship status, disability, veteran status, or arrest history.