

Open Positions at Kandelia - November 2025

Kandelia's mission is to remove barriers to opportunities so immigrant and refugee communities can flourish without compromising values, heritage or ethnicity. We are looking to fill the following positions:

- Beginner English Instructor - Adults (contracted position)
- Digital Literacy Instructor - Adults (contracted position)

All interested applicants should email their resume and a cover letter to hr@kandelia.org with the position title in the subject line.

We would also appreciate your support in forwarding this opportunity to your networks. Thank you!

Digital Literacy Instructor - Adults

We are looking for online **Digital Literacy Instructor(s)** who will support immigrant and refugee adults in learning basic computer and digital literacy skills. The program utilizes the Northstar Digital Literacy curriculum and modules in one-on-one or small-group settings. Classes are scheduled based on participant and instructor availability, **typically ranging from 5 to 25 teaching hours per month**. Digital Literacy is a part of Kandelia's Family Programs that supports the caregivers of newly arrived immigrant and refugee students in Seattle Public Schools.

Contract Responsibilities

- Receive training on the Northstar Digital Literacy curriculum and modules
- Facilitate Digital Literacy class by creating a safe, supportive, interactive, and engaging environment and having a lesson plan prepared prior to each class.
- Coordinate with Kandelia staff and partners to plan and schedule each class
- Responsible for creating curriculum and lesson plans that meet the needs of newcomer participants
- Submit a monthly report of accomplishments, challenges, and progress.
- Track attendance in all classes and deliver attendance logs to Kandelia staff daily.
- Occasionally distribute Kandelia surveys to participants to ensure program is successful and meeting participant needs

Preferred Qualifications

- *Experience working with adults*
- *Experience working with immigrants and/or refugees*
- *Experience working with English Language Learners*
- *Bilingual or multilingual in Spanish, Vietnamese, and Chinese preferred*
- *Experience working with remote technology such as Zoom*
- *Communicative over emails, phone, and/or text*
- *Ability to design engaging lessons that are interactive, collaborative and fun!*
- *Applicants must pass a background check.*

Payment: Estimated \$194-\$970 per month*

***Payment depends on teaching hours and the number of participants you work with (approx. 5-25 hours monthly)**

- Instruction Time: \$31/hr. This position is a contractor position.
- Prep time will be allocated at 25% of the instruction time. For example, for every hour of instruction, instructors are paid for 15 minutes of prep.
- Since the class is almost one-on-one, and many lessons are repeated across participants, prep time per session should be minimal (Ex: if the class has 25 hours per month, the payment would be approximately \$970.00)

There may be additional pay for coordination and planning meetings with Kandelia staff (\$31/hour)

Beginner English Instructor - Adults

We are looking for online **Beginner English Instructor(s)** who will support immigrant and refugee adults in learning basic English. Classes are offered in one-on-one or small-group settings, and are scheduled based on participant and instructor availability, **typically ranging from 5 to 25 teaching hours per month**. The English for Beginners class is a part of Kandelia's Family Programs that supports the caregivers of newly arrived immigrant and refugee students in Seattle Public Schools.

Contract Responsibilities

- Facilitate the English for Beginners class by creating a safe, supportive, interactive, and engaging environment and having a lesson plan prepared prior to each class.
- Coordinate with Kandelia staff and partners to plan and schedule each class
- Responsible for creating curriculum and lesson plans that meet the needs of newcomer participants
- *Communicative over emails, phone, and/or text*
- Submit a monthly report of accomplishments, challenges, and progress.
- Track attendance in all classes and deliver attendance logs to Kandelia staff daily.
- Occasionally distribute Kandelia surveys to participants to ensure program is successful and meeting participant needs

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- *Experience working with adults*
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