

Open Position at Kandelia (August 2026)



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 position:

- English Instructor - Youth Program (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.

English Instructor – Youth Program

*Contract Position | September 2026 – May 2027 (Excluding school breaks and holidays, **29 total work weeks**)*

Kandelia is seeking an enthusiastic, in-person English Instructor to teach our after-school English classes for newly arrived immigrant and refugee high school students at Seattle World School.

The contractor will provide instruction for **Beginner English Class** and **English Conversation Club**, creating engaging opportunities for high school students to build foundational English skills, develop confidence in speaking, and practice English in authentic, real-world settings. Programming includes classroom instruction, hands-on learning activities, educational field trips, and community-based experiences that promote language development and belonging.

Services will be provided throughout the academic year (excluding school breaks) at Seattle World School (1700 E Union St., Seattle, WA 98122), from September 2026 to May 2027 with opportunities for renewal in future years.

Instructional sessions are held Mondays, Tuesdays, Thursdays, and Fridays from 4:00–5:30 PM at Seattle World School (plus set up and clean up), with quarterly off-site field trips on Wednesdays from 2:35–5:35 PM. On instructional days, the contractor should plan to be available for an additional 1 to 2 hours before class to complete lesson preparation, curriculum planning, collaboration with Kandelia staff, classroom setup, instruction, attendance and data entry, classroom cleanup, and other program-related administrative responsibilities.

Position Summary

The English Instructor is responsible for planning, implementing, and facilitating engaging English language instruction that supports newcomer students from beginner through intermediate proficiency. The contractor will design interactive lessons using Kandelia's adopted curriculum to promote vocabulary development, conversation skills, confidence, and community building while collaborating closely with Kandelia staff to provide meaningful learning experiences both inside and outside the classroom.

Contract Responsibilities

- Create a safe, supportive, and inclusive learning environment that fosters student participation and a sense of belonging.
- Develop and implement lesson plans for Beginner English and English Conversation Club using the Ellii curriculum to support English language acquisition for newcomer students from beginner through intermediate proficiency.
- Design lessons that incorporate conversation practice, vocabulary development, reading, listening, speaking, collaborative activities, and games.
- Submit monthly lesson plans that include lesson objectives, activities, and learning outcomes.
- Coordinate with Kandelia staff to plan and execute educational field trips and community-based learning experiences where students can practice English in real-world environments (examples include libraries, coffee shops, museums, parks, and community events).
- Collaborate with Kandelia staff and volunteers to prepare instructional materials and coordinate classroom activities.
- Track student attendance for every class and submit attendance records to Kandelia staff.
- Administer participant surveys and program assessments as requested to support program evaluation and continuous improvement.
- Participate in staff meetings, instructor collaboration meetings, and program planning sessions as requested.
- Ensure all student data is kept confidential and stored securely per Kandelia's guidelines.

Preferred Qualifications

- Experience working with youth ages 13–21.
- Experience working with immigrant and/or refugee communities.
- Experience teaching English Language Learners (ELL/ESL).
- Ability to create engaging, interactive, culturally responsive lessons.
- Strong classroom management and relationship-building skills.
- Excellent communication and organizational skills.
- Ability to work collaboratively with staff, volunteers, and community partners.
- Legal authorization to work with minors and successfully pass all required background checks and Seattle Public Schools requirements.
- Multilingual abilities are highly valued (Spanish, Vietnamese, Swahili, Soninke, Somali)

Payment

\$31/hour. This position is an independent contractor position. Compensation includes instructional services and agreed-upon program support activities, including:

- 8 hours of instruction per week (2 hours per day on Monday, Tuesday, Thursday, Friday)
- 6 weekly hours of set up, clean up, preparing lessons, and data entry/reporting
- Quarterly educational field trips and community-based learning experiences

The contract includes:

- 232 total instructional hours
- 174 total prep and reporting hours
- 16 field trip hours
- Up to 16 hours of additional collaboration with program staff

Estimated Total Contract Amount: \$13,578

If you are interested, please email your cover letter and resume to hr@kandelia.org.