

EASTSIDE ESL EDUCATIONAL ASSISTANT



DEPARTMENT

Community Service – 3005

Work is completed at Eastside ESL: 3435 SE 112th Ave. Portland, OR 97266

About Eastside ESL: At Eastside ESL, we are dedicated to equipping English learners of all backgrounds—especially welcoming immigrants, refugees, and neighbors—in southeast Portland. Through high-quality ESL instruction, we empower our students to thrive in everyday life, work, and community. Our approach integrates the gospel naturally through conversation, actions, and attitudes, fostering a loving, Christ-rooted community that reflects compassion and builds lasting relationships, pointing toward hope in every interaction.

QUALIFICATIONS

Required Qualifications

- **Must be eligible for Federal Work Study funding (refer to your Financial Aid Offer Letter on MyWP)**
- Strong communication skills and patience working with adult learners
- Cultural sensitivity and respect for diverse backgrounds. Willingness to learn and adapt to cross-cultural program demands
- Reliability, punctuality, and flexibility
- Self-starter who can work collaboratively in a volunteer-supported environment

Preferred Qualifications

- Previous experience working with diverse populations, particularly immigrants or refugees
- Coursework in education, linguistics, sociology, ESL, or related fields
- Bilingual abilities (especially Spanish, Arabic, Russian, Farsi/Dari, or other languages common to local immigrant communities)
- Previous tutoring, teaching, or mentoring experience
- Understanding of second language acquisition challenges
- Experience with cross-cultural communication

DUTIES

- **Direct Student Support:** Actively assist students during ESL classes with reading, speaking, and comprehension activities, working one-on-one or in small groups as needed
- **Classroom Management:** Help manage classroom tasks, including taking attendance, distributing supplies and worksheets, and maintaining an organized learning environment
- **Class Preparation:** Work with instructors to prepare materials, set up activities, and organize resources for each class session
- **Student Encouragement:** Provide patient support and encouragement to help students build confidence in their English skills, troubleshooting learning challenges as they arise
- **Cultural Bridge Building:** Help facilitate communication and understanding between instructors and students from diverse cultural backgrounds
- **Administrative Support:** Assist with basic program documentation, student progress tracking, maintaining up-to-date contact records, student placement testing, communicating important program announcements, and other administrative tasks as assigned
- **Team Collaboration:** Share ideas and feedback with instructors and program coordinators to help improve curriculum and teaching methods. Participate in staff meetings when scheduled and maintain good working relationships with volunteers and other staff members

COMPENSATION

- Begins at minimum wage, opportunity for increased pay based on experience and performance

HOURS

- Tuesdays and/or Thursdays, 9:00 AM - 12:00 PM
- Students participating in this position must maintain compliance with Warner Pacific's Faith and Service Commitment Program requirements as part of their enrollment

CONTACT

Please submit a resume and application to:

Dustin Kummrow

Director of Financial Aid

dkummrow@warnerpacific.edu