



**Title:** Project Facilitator

**Location:** Remote (USA)

**Position Reports to:** Developing Digital Citizenship Program Lead

**Time Commitment:** 15 hours total November - January (planning and preparation)  
12.5 hours per week for 11 weeks January 23 - April 8 (facilitation, follow up, and evaluation)

iEARN-USA's Developing Digital Citizenship Program is a virtual professional development to enhance participants' knowledge and skills around digital citizenship related to English language teaching. The program's overarching objectives are: to build proficiency in English language learning standards and online instruction strategies including virtual exchange, and to equip participants to teach their students the skills and knowledge they need to succeed as digital learners, leaders, and citizens.

**Position Overview:** The Project Facilitator will deliver a 10-week, virtual program focused on developing digital citizenship for 40 non-native English language educators. The Project Facilitator will serve as the main point of contact and will provide ongoing support to ensure participant engagement throughout the 10-week program with 1 extra week for follow up and evaluation. The role includes content delivery, facilitating participant discussions, providing assignment-related support and reviewing submissions, providing academic and non-academic feedback, working with small groups for the development of final projects, and managing participant communication and program monitoring.

**Primary Responsibilities:**

- Work with the project lead to review all course materials and prepare for project start
- Facilitate synchronous sessions
- Facilitate discussions in both synchronous and asynchronous modes
- Coordinate with another facilitator and two assistant facilitators to support participants
- Differentiation support to participants who are non-native English speakers with varying levels of technological competency
- Incorporate concept-check questions into feedback to scaffold participant comprehension
- Model student-centered learning methodologies
- Monitor and review all assignment submissions and provide academic feedback and support
- Provide academic and non-academic feedback in Student Questions forum
- Provide one-on-one support for ongoing project work through office hours
- Work with small groups for the development of final projects

- Communicate participant concerns and feedback to the Project Lead
- Use feedback to frame future discussions, learning objectives, and tasks
- Facilitate program evaluation for final reporting

### **Qualifications**

- Proven work experience facilitating adult learning online
- Training and/or experience in ESL/Bilingual Ed required; TESOL certified preferred
- 2 years or more classroom teaching experience
- Strong interpersonal skills necessary. Ability to work well with a variety of people, in a variety of team situations
- Well developed facilitation skills, such as how to enable group decision-making, problem-solving, and organizing and structuring agendas for appropriate results
- Experience using digital resources and tools to enhance instruction
- Communication Skills: Expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying; has demonstrated ability to work communicate effectively with diverse audiences
- Cross-cultural competency; experience working in another country or in a cross-cultural environment preferred
- Demonstrated commitment to fostering and supporting a teaching, learning and working environment that honors diversity, equity and inclusion
- Capacity to maintain schedules and meet deadlines
- Flexible and adaptable to change
- Access to a laptop or PC and internet
- Technical computer skills in Canvas or a similar Learning Management Software (LMS)

To apply, send CV/resume and cover letter to [pd@us.iearn.org](mailto:pd@us.iearn.org)