



January 20, 2026

Facilitator for MCAEL “Building Conversation Skills through Teaching and Facilitation” Course

MCAEL is seeking an experienced facilitator to lead an 8-hour training course for ESOL instructors on teaching conversation skills development. The class will be offered on two Saturdays, March 14 and 21, 2026. The March 14th session will meet in person; the March 21st session may meet online. Participants will include those who are currently leading conversation classes/clubs as well as those who are incorporating conversation practice into regular ESOL classes. Participants will have varying levels of teaching experience.

The facilitator will use a facilitator guide developed by MCAEL to deliver the course. The facilitator will partner with MCAEL staff on training delivery; MCAEL will handle registration and day-of logistics.

Qualifications:

- A minimum of three years of facilitation experience
- Experience leading interactive workshops and training for adult ESOL educators
- TESOL certificate, or a post-secondary degree in adult education, linguistics, or related field and/or 5+ years of experience teaching English to adults (English language learners)
- Skilled at using Zoom for instruction and additional tools for online engagement and collaboration.
- Strong time management skills
- Ability to adapt and adjust facilitation in real time
- Experience creating a positive, inclusive, engaging learning environment

Preferred Skills:

- Experience leading a conversation class or club
- Knowledge of range of adult ESOL programs in Montgomery County



Compensation: \$1,100 fee. This is a contract position with no benefits offered.

Please send an email expressing interest and a resume to program@mcael.org **by**
February 5, 2026, 5:00 pm.

MCAEL is an Equal Opportunity Employer with a commitment to diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, sexual orientation, disability status, protected veteran status, or any other characteristic protected by law.