



Position Vacancy

RFP #26-015-01

Position: Literacy Unlimited Weekend Conversation Class Leader

Department: Library

Salary Range: \$22.00 per hour

Schedule: Temporary position – 6 hours per week through end of FY 26 (6/30/26)



The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled.
- The Framingham Public Library Main Branch is located at 49 Lexington Street, 01702, in downtown Framingham, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- The McAuliffe Branch Library is located at 746 Water Street, Framingham MA 01701.
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

Position Purpose:

Funded by grants and donations received through the Literacy Unlimited of Framingham Foundation, Inc., this is a temporary position which will design, coordinate, and conduct Saturday English Conversation Classes for Literacy Unlimited at the Framingham Public Library.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Schedule and conduct two 2-hour Conversation Classes on Saturdays.
- Prepare lessons and materials for weekly classes.
- Welcome new students on a rolling basis throughout the year, as coordinated with Literacy Unlimited administrative staff.
- Exact class levels and sizes will depend on student interest and program need.

Qualifications:

- A Bachelor's Degree from a degree-granting institution plus two years relevant experience with adult education, ESOL instruction, or other related fields OR an Associate's Degree and four years related experience are required.
- In addition to the required work experience, five years of related experience may be substituted for the Bachelor's Degree.
- 2+ years of experience teaching English to adult learners strongly preferred.

Organizational Scope:

Works under the direction of the Literacy Unlimited Coordinator and the Director of Libraries.

