



## Teaching Opportunity

The Latino Economic Development Center is looking for instructors to teach the following courses:

- Basic English
- Intermediate English
- Advanced English
- English for Professionals
- English for Customer Service
- Computer Literacy
- Basic Quickbooks

Desired qualifications:

- Certified ESL or LLS Instructor (for English classes only).
- Fluent in English and Spanish, written and spoken.
- Strong written and oral communication skills.
- Strong computer skills, especially with MS Word, Excel, Publisher, data entry in MS Access.
- Ability to work with people from a wide variety of backgrounds and cultures.
- Strong attention to detail
- Very reliable.
- Be, or willing to become a member of LEDC.

Deadline: September 6th

To apply please submit the following:

- LEDC's subcontractor application form available on our website: [www.ledc-mn.org](http://www.ledc-mn.org) or e-mail [sara@ledc-mn.org](mailto:sara@ledc-mn.org).
- Resume.
- Proposed 10 week lesson plan and cost.
- 2 References.

Please send information to:

LEDC

[sara@ledc-mn.org](mailto:sara@ledc-mn.org) / 612-724-5335



Oportunidad de Trabajo:

El Centro de Desarrollo Económico Latino solicita instructores para impartir los siguientes cursos:

- Inglés básico
- Inglés intermedio
- Inglés avanzado
- Inglés para profesionales
- Inglés para servicio al cliente
- Computación
- Curso de Quickbooks

Calificaciones deseadas:

- Certificación de instructor ESL o LLS (Solo para clases de inglés)
- Dominio del inglés y español, escrito y hablado
- Excelentes habilidades de comunicación escritas y orales
- Excelentes habilidades de manejo de computadora, particularmente MS Word, Excel, Publisher, y captura de datos en MS Access.
- Aptitud para trabajar con gente de diferentes culturas
- Excelente atención al detalle
- Responsable
- Ser, o estar dispuesto a convertirse en miembro del LEDC.

Fecha límite: 6 de Septiembre.

Para solicitar empleo mande la siguiente información:

- Forma de solicitud de *contractor* localizada en nuestra página de internet: [www.ledc-mn.org](http://www.ledc-mn.org) o envíe un correo electrónico a: [sara@ledc-mn.org](mailto:sara@ledc-mn.org).
- Currículum
- Propuesta de plan de estudio y costo
- Referencias

Por favor, mande la información a:  
LEDC  
[sara@ledc-mn.org](mailto:sara@ledc-mn.org) / 612-724-5335

## LEDC'S SUBCONTRACTOR APPLICATION FORM

1. **Taxpayer Name (Business name):**
2. **Contact Name:**
3. **Phone:**
4. **E-mail:**
5. **Address:**
6. **Interested in teaching the following courses:**
  - Basic English**
  - Intermediate English**
  - Advanced English**
  - English for Professionals**
  - English for Customer Service**
  - Computer Literacy**
  - QuickBooks.**

### Criteria to select vendors for LEDC

The following applies to vendors/contractors of goods or services with a value of more than \$5,000 dollars:

1. Preference will be given to vendors that are members of LEDC in good standing, and to vendors that have bilingual (English/Spanish) staff to provide the requested service.
2. Requested service meets a need within the organization, and/or forms part of the implementation process of the organization's action plan.
3. Business/vendor/contractor has/have ample, proven expertise in the field where the service is being sought.
4. A written proposal has been received
5. The job can be performed within the time frame provided by LEDC.
6. In the event that there are not enough proposals from qualified vendors to provide a needed service, the LEDC reserves the right to choose between providing such service with its own personnel, and/or to choose a well-known contractor, or a contractor that has had a previous working relationship with the organization.