

## **FY 2018 Marketing and Communications Intern**

### **Overview:**

English At Large (EAL) is a nonprofit that provides individual and small group instruction through a volunteer network to adult immigrants and other newcomers who want to acquire English language skills as they adapt to life in the United States. Our vision is that newcomers to the United States will develop the English language skills and acquire the cultural knowledge they need to fully engage in their communities and fulfill their life goals.

EAL has a full-time staff of 3, hosts one AmeriCorps member, and depends on the efforts of more than 200 volunteers who carry out our mission in services to more than 500 learners each year. Through our One-to One Tutoring Program, Conversation Groups, Career Access Lab and Beginner English classes, EAL helps newcomers acquire the skills, confidence and community connections they need to reach their full potential.

The Marketing and Communications intern works with EAL staff and volunteers under the supervision of the Executive Director. This is an opportunity to participate in ongoing projects, evaluate current systems and contribute ideas and suggestions or improvement.

### **Responsibilities May Include:**

- Complete writing assignments, to include press releases, volunteer and learner interviews, for use across EAL's marketing platform
- Research on data relevant to our service area, to include socio-economic and demographic information
- Track, synthesize and distribute, on an ongoing basis, current events, news items and developing resources of interest to our learners, volunteers and donors
- Develop multi-media marketing materials for EAL Programs
- Participate in the EAL History Project
- Follow English At Large policies and procedures

### **Desired Qualifications:**

- Excellent communication and interpersonal skills
- Good computer literacy- Web, Microsoft Word, Excel, Powerpoint, Google Docs.
- Attention to detail
- Demonstrated initiative, creativity and resourcefulness
- Some cross-cultural background or experience interacting with culturally diverse people
- Awareness and understanding of the needs of non-native speakers of English

### **Benefits:**

- Personal satisfaction through the use of your skills to help others
- Gain personal enrichment and knowledge through exposure to culturally diverse people
- Gain exposure to issues related to ESL, cross-cultural international relations and other related issues
- Opportunity to work with EAL's team of highly committed staff and volunteers and work directly to serve the needs of people with diverse backgrounds and challenges.
- A letter of reference is available upon request