

English At Large - FY 2018 Internship Job Description

Overview

English At Large (EAL) is a nonprofit that provides individual and small group instruction through a volunteer network to adult immigrants 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 acquire the English language skills and cultural knowledge they need to fully engage in their communities and fulfill their life goals.

EAL has a full-time staff of three, 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 EAL internship is 10-15 hours per week, over two days. EAL interns follow all English At Large policies and procedures, receive thorough orientation and training, and work both with staff and independently on a variety of learner-facing and volunteer-facing projects and events. Interns become an integral part of EAL staff, and their evaluation of current systems and suggestions for improvement are always welcome.

Responsibilities May Include:

- Be trained in and run a summer conversation group, book group, or other learner program
- Participate in ongoing professional development events for EAL volunteers
- Engage in daily communication with EAL learners, by phone or in person
- Develop resources and instructional materials for learners and volunteers, under the guidance of EAL program managers
- Complete volunteer and learner interviews and write related articles or press releases, for use across EAL's marketing platforms
- Research data relevant to EAL service area, including socio-economic and demographic information
- Support EAL staff with administrative tasks and learner and volunteer database maintenance
- Track, synthesize, and distribute current news items of interest to our learners, volunteers and donors
- Develop multi-media marketing materials for EAL Programs
- Assist in development work, such as grant research, grant-writing, and grants database management
- Follow English At Large policies and procedures

Desired Qualifications:

- Some college
- Excellent communication and interpersonal skills
- Passionate about the mission of English At Large
- Good computer literacy - Web, Microsoft Word, Excel, PowerPoint, Google Docs
- Strong organizational skills and 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

How to apply: Submit resumes to programs@englishatlarge.org