

English At Large - FY 2019 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 service 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 more than 500 newcomers each year acquire the skills, confidence and community connections they need to reach their full potential.

Opportunity

EAL is currently offering an internship to support the Career Access Lab. This is an opportunity to join the EAL team, working with highly-skilled and committed volunteers to support the career goals of local immigrants. Qualified candidates may apply to work full time, part-time, full-year or half- year on a flexible schedule. This position is unpaid but may qualify for college credit.

Position: Career Access Lab (CAL) Coordinator

Description: The CAL Coordinator facilitates the activities of the Career Access Lab Program (CAL). CAL serves immigrants who want to secure meaningful employment and/or advance their career in the United States. CAL services include individual career assessment, a 15-week instructional Career Group Program, Workplace Conversation Groups and networking events. The right candidate will have the opportunity to build on a well-defined curriculum and benefit from the support of highly-experienced staff and volunteers. EAL serves 21 communities in Middlesex County; this position requires some travel.

Responsibilities Include:

- Facilitate activities of the Career Access Lab Program, leading 15-week career groups, conducting in-person career assessments and leading resume review, mock interview, networking and other career-readiness related events
- Facilitate a Workplace Conversation Group, including developing curriculum materials
- Recruit and support volunteers
- Track and report on activities and progress of program participants
- Create and maintain a current list of resources for career information and job-search activities

Desired Qualifications:

- Currently enrolled in a degree program aligned with the mission of EAL
- 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 resume & cover letter to info@englishatlarge.org

Application deadline: September 21, 2018