

## English At Large - 2022 Summer Internship Job Description

### Overview

English At Large (EAL) is a nonprofit that helps adult immigrants gain greater understanding of the English language and U.S. culture through personalized instructional programs designed to support their highest aspirations. Our learners benefit from a large network of volunteers and community partners in Greater Boston committed to their success. We envision a world in which all people have the skills, knowledge, and confidence they need to take advantage of opportunity, enrich their communities, and achieve 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 300 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.

EAL will accept 2 university students for our 2022 summer internship program. This year's program will offer an in-person experience for selected candidates, with some flexibility for virtual work. Candidates will be expected to follow a set schedule and be available 6 hours per day, two days each week from early June to mid-August. 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
- Contribute to projects that support learner success
- Develop resources and instructional materials for learners and volunteers, under the guidance of EAL program managers
- Prepare marketing materials to promote EAL to learners and potential partners
- Support EAL staff with learner and volunteer communications, special projects and record maintenance

### Desired Qualifications:

- Current college student with strong academic record
- 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 [ed@englishatlarge.org](mailto:ed@englishatlarge.org)

Application deadline: May 13, 2022