EsL Teaching Intern
Minnesota Literacy Council: Open Door Learning Center - Northside

Organizational Background: Open Door Learning Center - Northside, a program of the Minnesota Literacy Council, is an Adult Basic Education Learning Center offering ESL, GED, math, computer, and citizenship classes. The literacy council provides life-changing literacy programs and support services for adults, children, and volunteers. As a statewide, nonprofit leader in Adult Basic Education, the literacy council offers literacy training for professionals and volunteers, as well as operates six learning centers that serve more than 2,500 adult learners.

Purpose of Position: The ESL Teaching Intern will collaborate with staff to support the ESL program at Open Door Learning Center - Northside.
- Plan for and teach adult ESL classes, from beginning to advanced level, each week as a substitute instructor,
- Measure student progress using standardized assessments.
- Help to onboard new volunteers by modeling instruction using Open Door curriculum.
- Register new students.

Time Commitment: 4 days per week (Monday-Thursday) from 9am-1pm; with a maximum of 16 hours per week. The internship is structured for 6 months. There may be opportunities to extend based on intern performance and program needs. Internships are temporary and not benefits-eligible.

Qualifications:
- Background in teaching, and/or volunteer tutoring preferred.
- Excellent organizational skills and strong aptitude for detail-oriented work.
- Dependable, prompt, and able to maintain confidentiality.
- Computer proficiency, including MS Office programs, internet, email, and databases.
- Experience working with people of diverse cultures and communities.
- Excellent interpersonal, written, and verbal communication skills.
- Reliable transportation.
- Somali or Spanish language skills a plus.

Compensation: This is a paid internship at $12/hour with a maximum of 16 hours/week.

Benefits:
- Skills and knowledge in the field of Adult Basic Education.
- Opportunity to support a diverse group of adult students.
- Build teaching, lesson planning, and classroom management skills.
- Support adult students to meet their educational goals.
- Ideal for college students seeking internship credit or professional experience.
- Participate in free teaching professional development opportunities.
- Receive feedback and coaching on instruction from the Minnesota Literacy Council’s Learning Centers Manager and/or Instructional Manager.

Training and Supervision: On-site training with program staff; 12-hour ESL Tutor Pre-Service Training; regular informal check-ins with supervisor; one-on-one reviews with supervisor every two months.

Internship Location: Open Door Learning Center - Northside, 611 Van White Memorial Blvd, Minneapolis, MN 55411

To apply: Please email letter of interest and resume, with ESL Teaching Intern in the subject line, to: hr@mnliteracy.org. Deadline for priority consideration is Thursday, June 13, 2019.