



ESL Classroom Assistant Intern – Morning Program

Organizational Background: Open Door Learning Center - Northside, a program of Literacy Minnesota, is an Adult Basic Education Learning Center offering ESL, GED, math, computer, and citizenship classes. Literacy Minnesota provides life-changing literacy programs and support services for adults, children, and volunteers. As a statewide, nonprofit leader in Adult Basic Education, Literacy Minnesota offers literacy training for professionals and volunteers, as well as operates five learning centers that serve nearly 1,000 adult learners.

Purpose of Position: The ESL Classroom Assistant Intern will collaborate with staff to support the ESL program at Open Door Learning Center - Northside.

Specific responsibilities of the internship include:

- Plan for and teach adult ESL classes, from beginning to advanced level, each week as a substitute instructor.
- Proctor student tests.
- Help to on-board new volunteers by modeling instruction using Open Door curriculum.
- Register new students.
- Assist in general administrative duties.

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.

Time Commitment: 4 days per week (Monday-Thursday); 10 hours per week, 9:45 a.m. – 12:15 p.m. Preference given to candidates who can commit to a minimum of 6 months.

Compensation and Benefits

- Pay rate of \$12.50 per hour.
- Develop 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.

Training: On-site and online training with program staff, 12-hour ESL Tutor Pre-Service Training

Internship Location: Open Door Learning Center - Northside, 1800 Glenwood Ave, Minneapolis, MN 55405

To apply: Please email letter of interest and resume, with **ESL Intern AM** in the subject line, to hr@literacymn.org. This internship is open until filled, with priority given to applications received by Friday, November 12, 2021.

Literacy Minnesota fosters an organizational culture that is welcoming and inclusive to all. **We strongly encourage applications from people of color, indigenous peoples, immigrants and refugees, LGBTQ+ individuals and people with disabilities.**