



## 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](mailto:hr@literacymn.org). This internship is open until filled, with priority given to applications received by Friday, May 20, 2022.

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.**