

**Position Description: Education Internship**  
**Department: Education and Workforce Development**  
**Program: Education (Adult and Youth ESL)**

<p><b>Location:</b> 1611 E. 7<sup>th</sup> Street Charlotte NC 28204 704-333-8099</p>
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International House is a nonprofit organization that empowers immigrants and international culture to thrive in Charlotte. International House enriches the lives of immigrants, residents, and the community of Charlotte through cross-cultural connections that foster understanding and fuel inspiration. Our hands-on programs help immigrants settle and succeed in this region while helping residents and businesses connect with people and cultures from around the world. We offer direct services through our immigration law clinic, Adult ESL classes, and after school tutoring program for children in CMS. We also offer several cultural enrichment programs including Conversation Hours in various languages and an International Book Club.

Our Education and Workforce Development Department offers free educational programs to newcomer immigrant and refugee families as they build their lives in Charlotte, NC. Through this department, IH utilizes community volunteers to provide English as a Second Language (ESL) courses to adult learners 4 days a week, in the morning and in the evenings. IH also provides specialized small group tutoring and individual tutoring for adult learners with unique challenges or learning goals. Our youth tutoring programs are coordinated through Charlotte Mecklenburg Schools (CMS) at select school sites throughout the school year. Afterschool programs are typically held on Monday, Tuesday, and Thursday from about 2:30-4:30, depending on the school site. Interns will have the opportunity to focus their efforts on educational programs and initiatives that align with their learning objectives, like gaining teaching experience through class instruction, data management skills through pre/posttest administration and attendance tracking, or site coordinator experience through maintaining the afterschool tutoring initiatives.

### **Roles and Responsibilities:**

- Front Office/Administrative Duties
  - Answering the phone, transferring calls, responding to voicemails, greeting and assisting walk-ins.
  - Making curriculum copies, filing paperwork, general office maintenance.
  - Work on special projects to support education programs as needed.
- ESL Student Enrollment and Retention
  - Assist new adult ESL students with registering for classes and understanding the schedule and testing requirements.
  - Make phone calls as needed to remind students about the start of class or to check in regarding attendance issues.
  - Help adults register their ESL children for afterschool programs and clarify program details.
- ESL Program Support
  - Assist IH staff with preparing and assembling class materials like curriculum binders.

- Work alongside volunteer English teachers and paid afterschool tutors to provide instruction to participants.
  - Act as a teaching assistant, substitute teach as needed, act as a site coordinator at afterschool programs, etc.
- Track attainment of student goals and progress through pre/post test administration and data collection
- Help IH staff maintain their education records through data management around test scores, attendance, demographic details, learning goals, etc.

**Time Commitment:**

- Minimum of 12-16 hours a week for a full school year (August 2023- May 2024)
- IH Offices are open Monday-Thursday from 9 AM – 5 PM for in-person, weekly hours.
  - *Strong preference for applicants with afternoon availability to support the after-school programs.*
  - *Exact schedule determined by intern class schedule and work obligations.*
- Some evenings and weekends may be requested; hours will contribute toward weekly hour requirement.

**Qualifications:**

- Excellent organization and communication skills
- Independent, responsible, and self-motivated
- Culturally sensitive, with experience working with diverse populations.
- Computer proficiency required (Microsoft Office and Google Suite)
- Prior teaching experience preferred, but not required.
- Spanish language strongly preferred, but not required.
- Other second languages are also accepted and welcomed (French, Tagalog, Farsi, Arabic, etc.)

**Additional Details:**

- This is an unpaid internship opportunity which may be eligible for university credit, depending on the interns' academic department and area of study.
- Exact schedule TBD based on intern class schedule and any paid work obligations.
- International House requires all staff and interns to be fully vaccinated against covid-19, and to provide proof of vaccination prior to starting internship.

**To apply: Please send your resume and a cover letter to Lauren Rogers, Director of Community Engagement at [Lrogers@ihcft.org](mailto:Lrogers@ihcft.org).**

**If selected for additional consideration, you'll be contacted via email by IH staff to schedule an interview.**