



Adult Education - ESL Intern

Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come. The Workforce Development Intern will report to the Occupational Specialist and will work closely with education program staff.

Title of Position: Adult Education - ESL Intern

Internship Period: January - May 2022

Purpose: The Adult Education program supports English language learners as they integrate into life in the US. Through programs like Citizenship Instruction, High School Equivalency, and English literacy courses, the department helps to shape the future for immigrants and refugees across Nashville. As an Adult Education Intern, you will gain valuable experience as you are trained to teach classes, implement curriculum, and contribute to administrative processes which support the overall program. In person availability is required, though there will be opportunities for remote work.

Commitment: Minimum of 15 hours per week; specific schedule to be negotiated with supervisor.

Duties/Experiences:

The Adult Education program supports English language learners as they integrate into life in the US. As an Adult Education ESL Intern, you will help with all aspects of ESL programming including:

- ESL instruction
- lesson planning
- new student registration
- student evaluation
- teacher training

Training: Attend an initial orientation meeting with the program manager. Attend ongoing training as required by the supervisor. Participate in mid-semester and end-of-semester performance evaluations.

Location: 417 Welshwood Drive, Nashville, TN 37211 (others as specified by supervisor).

Supervisor: This position answers to the Adult Education Program Manager.

Please apply using the Internship Application form, and direct additional questions to the Volunteer & Training Coordinator at volunteer@empowernashville.org.