



Adult Education - Instructional Support 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 - Instructional Support 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.

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

Duties/Experiences:

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

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

This position will directly support the evening programming so evening availability on Tuesdays, Wednesdays or Thursdays is strongly encouraged. Some teaching experience is preferred. This position is in person, with some opportunities for remote work.

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 through NICE's Internship Application, and direct any additional questions to volunteer@empowernashville.org.