



Job Title: Adult English Language Program Intern

Sector: Adult Education

Employment Category: Intern

Employment Type: Part-Time Unpaid Intern

Commitment: 3 month minimum; 15-20 hours per week.

Location: Central Oregon

The Latino Community Association (LCA) offers adult English classes for people who would like to learn or improve their English skills. LCA offers three levels of English classes virtually, including beginner, intermediate, and advanced. Clients can also participate in one-on-one English tutoring sessions with native English speakers. The intern will support the Volunteer Coordinator in managing the logistics of this program.

RESPONSIBILITIES:

- Support volunteer instructors in preparing materials for virtual classes.
- Register students in Apricot for appropriate class levels.
- Assisting with on-going development of curricula, specifically with the research and development of materials
- Manage payments for students enrolled in classes.
- Update student profiles with end of term outcomes, including attendance, progress scores, and instructor notes.
- Support Volunteer Coordinator with screening students for English tutoring.
- Assign volunteers to students for one-on-one tutoring.
- Other duties as needed and assigned by the Volunteer Coordinator.

LEARNING OBJECTIVES:

- Teaching/assisting in a non-traditional, multi-level, fast-paced, (online) English language classroom
- Developing classroom materials to meet specific goals for a target population
- The intern will develop an enhanced professional skill set, interact with LAC staff, clients and supervisors and contribute to other projects as needed.

REQUIREMENTS:

- TESOL/TFL Certificate program preferred
- Experience working with adults from diverse backgrounds preferred

- Strong computer skills
- Comfortable using on-line platforms (Zoom, Teams) to engage with clients and staff
- Must be flexible, organized, and a self-starter

To Apply:

Email a resume and 1-page cover letter to Mary Murphy, LCA Volunteer Coordinator, mary@latca.org. Contact Mary via email or by phone 541.325.9407 if you have any questions about the application process.

Commitment to Diversity and Inclusivity: LCA is committed to building a diverse organization and a climate of inclusivity. We strongly encourage applications from candidates who can demonstrate that they can contribute to this goal.

Equal Opportunity Employer: LCA is an equal opportunity employer and values diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation