English as a Second Language (ESL) Education Intern

BACKGROUND: The International Rescue Committee (IRC) responds to the world’s worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and 29 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home. The IRC in Atlanta office was established in 1979 and has resettled over 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 1,000 refugees into Georgia annually and provides additional services and assistance to another 2,500 refugees and asylees.

SCOPE OF ESL EDUCATION INTERN WORK: The ESL Education Intern assists newly arrived refugee clients gain English literacy comprehension and literacy skills so that they can become self-sufficient and thrive in their new community. ESL instruction is focused on developing literacy, comprehension, and confidence for dealing with real world survival situations such as shopping, housing issues, public transportation, employment, and other daily living skills. This requires an intern to work in multi-level, multi-language, and culturally diverse ESL classrooms. The intern will be involved in one or more of the following programs:

- **ESL classes:** Basic and intermediate English literacy and comprehension focusing on general content areas and assisting cultural adjustment.
- **Vocational ESL classes:** Basic and intermediate English and job skills, including soft-skills and expectations of the American workplace.
- **Computer Literacy classes:** Basic computer skills and facilitated English literacy and comprehension through computer and online resources.
- **Life Skills classes:** Basic and intermediate English literacy and comprehension focusing on specific “life skills” areas such as safety and health.

RESPONSIBILITIES:

- Assist instructor in developing and implementing multi-level comprehension and literacy activities.
- Assist instructor in daily classroom activities including one-on-one tutoring, leading small groups, and teaching specific components of the curriculum.
- Support program activities by researching new curriculum content and preparing educational materials as requested by instructor.
- Support and assist with general program improvements, specifically in the gap between education best practices and the day-to-day classroom operations.
- Assist with record-keeping, data entry, and file maintenance to support program administration.

REQUIREMENTS:

- Excellent written and oral communication skills in English.
- Strong interest in working with international clients in a cross-cultural environment.
- International experience and previous teaching experience a plus.
- Ability to take initiative and be able to work independently, be flexible and creative.
- Enthusiasm for helping people learn.
- Programs are held Monday through Friday, between 9am and 4pm, with opportunities for lesson planning and administrative work before, throughout, and afterwards. The priority need is between 9am and 11:30am each day. Interns must be able to commit to at least 15 hours per week.

For more information or to apply, please contact Duncan de la Feld, Volunteer Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta