ESL Instruction Intern for Open Door Learning Center – Northside

Organizational Background: Open Door Learning Center – Northside, a program of the Minnesota Literacy Council, is an Adult Basic Education Center offering English as a second language and GED classes. The literacy council provides life-changing literacy programs and support services for adults, children, and volunteers. As a statewide, nonprofit leader in Adult Basic Education, the literacy council offers literacy training for professionals and volunteers, as well as operates five learning centers that serve more than 2,500 adult learners.

Purpose of Position: Want to gain valuable teaching and lesson planning experience? The ESL Instruction Intern will collaborate with staff to support the ESL program at the Open Door Learning Center - Northside. This is an unpaid internship position.

Qualifications:

- Background in teaching or tutoring preferred
- Excellent interpersonal, written and verbal communication skills
- Ability to maintain organized and detailed files
- Dependable, prompt and able to maintain confidentiality
- Basic computer, Internet, and office software skills necessary
- Reliable transportation

Training: 12-hour ESL Tutor Pre-Service Training, classroom observation, and orientation sessions with program staff. The ESL Instruction Intern will also receive mentorship and coaching from the Minnesota Literacy Council's Instructional Manager.

Location: Open Door Learning Center - North Side, 611 Van White Memorial Blvd, Minneapolis, MN 55411

Time Commitment: Up to 16 hours per week, 9:00am-1:00pm, Monday through Thursday at the Open Door Learning Center – Northside. This internship is for 3 months, with opportunity to extend.

Responsibilities:

- Serve as a lead teacher, or assistant teacher, in a variety of adult ESL classes.
- Prepare for and teach lessons, in a substitute role, when assigned teacher is out.
- Tutor adult ESL students one on one.
- Prepare engaging lessons for adult ESL classes, with support and coaching.
- Support new classes and programming.

Benefits:

- Build teaching, lesson planning, and classroom management skills.
- Support adult students to meet their educational goals.
- Gain experience in the field of adult basic education and ESL teaching.
- Network with a team of professionals from a variety of fields who volunteer as teachers at Open Door-Northside.
- Ideal for college students seeking internship credit or professional experience.
- Learn more about literacy-related issues in the Twin Cities.
- Participate in FREE teaching professional development opportunities.
- Receive feedback and coaching on instruction from the Minnesota Literacy Council's Instructional Manager.

To Apply: Email cover letter and resume to Lloyd Brown lbrown@mnliteracy.org. Please specify ***ESL Instruction Intern*** in the subject line. *The Minnesota Literacy Council is an affirmative action, equal opportunity employer.*