

**ESL Instruction Intern**  
**Open Door Learning Center – Northside, Winter-Spring 2019**



**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 six 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, 4:00-8:00pm, 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 Kat Aymeloglu [kaymeloglu@mnliteracy.org](mailto:kaymeloglu@mnliteracy.org). Please specify **ESL Instruction Intern** in the subject line.

*The Minnesota Literacy Council is an affirmative action, equal opportunity employer.*