



## Administrative and Coordinating Support Intern Open Door Learning Center- Northside, Winter-Spring 2019

*Sharing the Power of Learning*

**Organizational Background:** Open Door Learning Center – Northside, a program of the Minnesota Literacy Council, is an Adult Basic Education Center offering ESL, GED, math, computer, and citizenship 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:** The Administrative and Coordinating Support Intern will assist the coordinator during morning, afternoon or evening sessions in providing services to students, and performing general administrative office functions including:

- Greeting and registering new students over the phone and in-person
- Participating in New Student Intake
- Proctoring and scoring student tests
- Maintaining students and volunteer files and database information
- *Optional-* occasional subbing in an ESL class (training and lesson plans provided)

**Qualifications:**

- Strong organizational skills
- Excellent interpersonal, written and verbal communication skills
- Dependable, prompt and able to maintain confidentiality
- Basic computer, Internet, and office software skills necessary
- Experience with cultural diversity preferred

**Time Commitment:** This is an unpaid position with flexible start and end dates. Interns can select to serve between 2 and 6 months, and commit to a set range of 4 to 20 hours per week, during the hours of 9:00am-8:00pm Mondays thru Thursdays.

**Benefits:**

- Skills and knowledge in the field of Adult Basic Education
- Experience working with people from diverse backgrounds and cultures
- Connections in the literacy and nonprofit community
- Potential to gain experience teaching ESL and to work with ESL curriculum

**Training:** 12-hour Tutor Pre-Service Training and orientation session with program staff.

**Location:** Open Door Learning Center – Northside, 611 Van White Memorial Blvd, Minneapolis, MN 55411

**To apply:** Please email letter of interest and resume to:

Kat Aymeloglu, [kaymeloglu@mnliteracy.org](mailto:kaymeloglu@mnliteracy.org)

For more information, you may email or call 612-377-5399.

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