**Administrative and Coordinating Support Intern**

**Open Door Learning Center- Northside Fall 2017**

# 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 five 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

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

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