**MLCB&W8-11 Outreach Intern for Open Door Learning Center – Arlington Hills**

**Organizational Background:** Open Door Learning Center – Arlington Hills, 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:** The Outreach Intern will collaborate with the learning center coordinator to expand and support volunteer and student outreach and recruitment efforts. This is an unpaid internship position.

**Qualifications:**

* Excellent interpersonal, written and verbal communication skills
* Dependable, prompt and able to maintain confidentiality
* Basic computer, Internet, and office software skills
* Reliable transportation
* Familiarity with adult literacy programs preferred

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

**Location:** Open Door Learning Center – Arlington Hills, 1115 Greenbrier Street, St. Paul, MN 55106

**Time Commitment:** Approximately 4-6 hours per week at Open Door Learning Center- Arlington Hills, plus time spent at outreach events and flyering the community. Schedule will be determined upon start. This internship is for 3 months and can be extended.

**Responsibilities:**

* Work cooperatively with staff to recruit new students.
* Work cooperatively with staff to recruit new volunteer tutors and teachers for adult literacy programs.
* Represent MLC at volunteer recruitment fairs and other outreach events.
* Update and edit current online posting for volunteer opportunities.
* Write new recruitment messages to be used through online and print media.
* Create flyers and other communications materials.
* Negotiate schedule with staff; arrive promptly when scheduled.

**Benefits:**

* Build marketing, communications, and public relations skills.
* Utilize social networking tools in a professional non-profit setting.
* Learn more about literacy-related issues in the Twin Cities.
* Develop grassroots organizing and volunteer outreach skills.
* Gain experience in the field of Volunteer Management.
* Participate in workshops and trainings to learn about the roles of volunteers in adult basic education.
* Ideal for college students seeking internship credit or professional experience.

**To Apply:** **Email cover letter and resume to Mary Zamacona at mzamacona@mnliteracy.org-**. Please specify ***Outreach Intern*** in the subject line.

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