

Women's Literacy Program Intern

Program Description

The Women's Literacy Program is a free, volunteer-based literacy program intended to increase independence and reduce the isolation of refugee and immigrant women by teaching them basic English, numeracy, and practical living skills.

Intern responsibilities may include, but are not limited to:

1. Perform clerical duties, take notes, maintain files, and organize documents; photocopy, fax, etc. as needed
2. Research and gather documentation from reputable sources on topics that include, but are limited to: illiteracy rates, immigration, refugees, women's empowerment, etc.
3. Set up, break down, organize, and maintain classrooms, training rooms, and meeting rooms
4. Update program calendars
5. Create and maintain PowerPoint presentations
6. Produce/design flyers and promotional materials
7. Provide English and numeracy tutoring to female participants
8. Create literacy materials for pre and low literate learners
9. Take photos and collect testimonials from tutors and program participants

Intern Requirements and Qualifications

- Must be 18 years of age or over
- High school degree or equivalent; must be enrolled in an accredited university/college program to receive credit
- 3-month minimum commitment
- Must be available during class sessions (Mondays and Wednesdays at 2:00 -4:00 pm)
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Excellent research and writing skills – this position will include projects that require the correct citation of credible sources
- Knowledge of or the willingness to learn about the refugee and immigrant experience
- Possess intercultural communication skills
- Previous teaching/tutoring experience is preferred
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas