



## **Adult Education Classroom Intern**

*Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come.*

**Title of Position:** Adult Education Classroom Intern at Donelson Fellowship

**Purpose:** The Adult Education program supports English language learners at Donelson Fellowship location (TDF) as they integrate into life in the US. Through programs like Citizenship Instruction, High School Equivalency, and English literacy courses, the department helps to shape the future for immigrants and refugees across Nashville. As an Adult Education Intern, you will gain valuable experience as you are trained to teach classes, implement curriculum, support teachers and volunteers, and contribute to administrative processes which support the overall program.

**Commitment:** Minimum of 10 -15 hours per week; morning availability on Tuesday, Wednesday Thursday 10AM-12PM

**Duties/Experiences:** The Adult Education program supports English language learners as they integrate into life in the US. As an Adult Education Classroom Intern, you will help with all aspects of ESL programming at TDF including:

- teacher training
- new student registration
- lesson planning
- ESL instruction or tutoring
- student evaluation

This position is in-person, with some opportunities for remote work.

**Training:** Attend an initial orientation meeting with the program manager. Attend ongoing training as required by the supervisor. Participate in performance evaluations as needed.

**Location:** 3210 McGavock Pike, Nashville TN, 37214 (others as specified by supervisor). **Supervisor:**

This position answers to the Adult Education Site Coordinator.

Please apply through NICE's Internship Application: <https://forms.gle/xeYTuoK9oi9c8Ryq9>. Any additional questions can be directed to [volunteer@empowernashville.org](mailto:volunteer@empowernashville.org).