



- Title of Position:** Adult Education Intern
- Purpose:** Interns will contribute their time, skills and expertise and in exchange will gain experience in working with adult learners, curriculum implementation and program management. The Adult Education Intern will support the Adult Education staff.
- Requirements:** Prior tutoring or teaching experience
Willingness to substitute teach ESL courses of various levels
Ability to navigate language barriers
Proficiency in Microsoft Office Programs
Strong research and writing skills
Ability to work independently in a fast paced environment
Familiarity with FileMaker Pro is desired
- Training:** Attend initial orientation meeting with program coordinator. Attend on-going trainings as required by the coordinator.
- Location:** 417 Welshwood Drive, Nashville, TN 37211
- Time Commitment:** Minimum of 15 hours per week; Consistent availability Monday through Friday 8am -4pm; Occasional nights and Saturdays; specific schedule to be negotiated with supervisor
- Duties/Responsibilities:**
- Answer student and teacher inquiries via phone or email
 - Assist with new student enrollment process
 - Assist with outreach and recruitment as necessary
 - Assist with teacher substitution as needed
 - Maintain attendance, test scores, and student records in FileMaker
 - General administrative duties – filing, ordering, errands etc.
 - Oversee the running of offsite locations as assigned
 - Work on special projects as assigned – research, writing, web maintenance
- Supervisor:** This position reports to the Adult Education Coordinator.

Interested applicants should email a resume and completed application to volunteer@empowernashville.org.