



ESL and Citizenship Intern

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

Title of Position: ESL and Citizenship Intern

Internship Period: Flexible

Purpose: The ESL and Citizenship Intern supports our Adult Education program. This program assists English language learners 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 ESL and Citizenship Intern, you will gain valuable experience as you are trained to teach classes, implement curriculum, and contribute to administrative processes which support the overall program. In-person availability is required, though there will be limited opportunities for remote work.

Commitment:

Minimum: 10 hours per week

Maximum: 24 hours per week

Tuesday and Thursday availability required, preference for 6PM-8PM availability. The specific schedule to be negotiated with the supervisor.

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

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

Training: Attend an initial orientation meeting with the program manager. Attend ongoing training as required by the supervisor. Participate in mid-semester and end-of-semester performance evaluations.

Location: 417 Welshwood Drive, Nashville, TN 37211 (others as specified by supervisor).



NASHVILLE INTERNATIONAL
Center for Empowerment

Supervisor: This position answers to the Associate Manager of Curriculum and Instruction

Please apply using the Internship Application form, and direct additional questions to the Volunteer & Training Coordinator at volunteer@empowernashville.org.