



Community Refugee & Immigration Services

Job Description: English Language Intern

Program: ESOL & Employment

Reports to: ESOL Instructors

Location: CRIS Office

Type of Position:

- Full Time
- Part Time
- Temporary
- Internship

Hours/Week:

- 40 hours
- 30 hours
- 20 Hours
- Other (10-15 hours)

Background Check Required?

- Yes
- No

Essential Job Functions:

- Assist with classroom activities and implementation of lessons
- Prepare homework assignments for students
- Aid teacher in creating appropriate lesson plans
- Assess needs of individual clients and work with them on select issues, including assisting with resume writing and employment applications
- Scan, organize and file homework and other assignments for Franklin County Dept. of Job and Family Services
- Complete other Employment Program related tasks as needed

Experience and Skill Requirements:

- Skilled in interpersonal and intercultural communication
- Strong organizational and time management skills
- Strong ability to contribute to teamwork
- Ability to maintain high performance standards with attention to detail
- Highly skilled with MS Word, Excel, internet, email and database management systems
- Excellent verbal and written English language skills

Work Experience and Education Preferences:

- Bachelor's Degree or student working towards Bachelor's or advanced degree
- Experience working with refugees and immigrants
- Experience teaching/tutoring and developing lesson plans
- Prior experience with administrative work