



Adult Education 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 Intern

Purpose: The Adult Education program supports 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 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; 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 Adult Education Instructional Support Intern, you will help with all aspects of ESL programming including:

- teacher training
- new student registration
- lesson planning
- ESL and Citizenship instruction or tutoring
- student evaluation
- support for paid teachers and volunteers

Evening availability on Tuesdays, Wednesdays or Thursdays is strongly encouraged. Some teaching experience is preferred. 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: 417 Welshwood Drive, Nashville, TN 37211 (others as specified by supervisor). **Supervisor:**

This position answers to the Adult Education Program Manager.

Please apply through NICE's Internship Application: <https://forms.gle/xeYTuok9oi9c8Ryq9>. Any additional questions can be directed to volunteer@empowernashville.org.