



## **Distance Education Internship**

*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:** Distance Education Intern (Adult Ed Team)

**Purpose:** A distance education intern is responsible for assisting with online class activities and administration, in-person computer practice labs, & other events involving digital literacy. Interns will work with adult ESL students using various learning methodologies under staff supervision. This role will involve learning how to use online learning management software, such as Northstar Digital Literacy & Burlington English, to support NICE's online programming for our students.

**Time Commitment:** 10 hours per week

**Duties:**

- Providing small-group instruction on basic computer skills
- Assisting ESL teachers with online class instruction
- Proctoring digital literacy assessments through Northstar & providing individual feedback - Performing administrative tasks (training provided)
- Creating resources for online students including simple surveys, instructional videos and attendance incentives

**Requirements:**

- Candidates must be comfortable working with computers (familiarity with Windows, Zoom, Google Drive, & Whatsapp)
- Morning availability, ideal candidates have some evening availability for workshops.

**Preferences:**

Responsible, diligent and conscientious, good communication skills, a commitment to professional growth and interest in teaching and education fields

**Location:** Hybrid - NICE Office (417 Welshwood Drive) and some remote work

**Supervisor:** This position is a direct report to the Distance Education Coordinator. To apply, please fill out the Internship Application, and direct any questions to the Volunteer & Training Coordinator at [volunteer@empowernashville.org](mailto:volunteer@empowernashville.org).