First Things First Women’s Literacy Intern

BACKGROUND: The International Rescue Committee (IRC) responds to the world’s worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and 22 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home. The IRC in Atlanta office was established in 1979 and has resettled over 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF FIRST THINGS FIRST WOMEN’S LITERACY INTERN WORK: The First Things First Women’s Literacy Intern assists in an innovative program that provides intensive beginning English as a Second Language (ESL) instruction to refugee women, while childcare is provided for their children under the age of five. As many of these women have had little or no classroom experience, they are often pre-literate even in their own language. ESL topics are tailored to the specific survival needs of newly arrived women and their families including financial literacy, housing issues, and employment skills.

RESPONSIBILITIES:
- Assist instructor in daily classroom activities, including one-on-one tutoring, leading small groups, and teaching specific components of the curriculum.
- Assist instructor in developing and implementing pre-literacy and literacy-level appropriate activities.
- Assist instructor with practicing multi-level comprehension activities.
- Support program activities by researching new curriculum content, developing and preparing educational materials as requested by instructor
- Support and assist with general program improvements.
- Assist with record-keeping, data entry, and file maintenance to support program administration

LEARNING OBJECTIVES:
- Demonstrate the ability to work in a multi-level, multi-language, and culturally diverse ESL classroom environment.
- Create curriculum, activities, and projects that are appropriate for a multi-level ESL classroom.
- Demonstrate an understanding of various models of ESL instruction.
- Support newly arrived refugee clients to develop English literacy and comprehension skills.

REQUIREMENTS:
- Excellent written and oral communication skills in English.
- Strong interest in working with international clients in a cross-cultural environment.
- International experience and previous teaching experience a plus.
- Ability to take initiative and be able to work independently, be flexible and creative.
- Enthusiasm for helping people learn.

First Things First classes are held Monday through Thursday, between 9:00 and 12:00, with lesson planning and administrative work before and afterwards. Interns must be able to commit to at least 15 hours per week.

Internship Deadlines: Spring Dec 15, Summer Apr 15, Fall Jul 15.
For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta