



Position Title: Spark English Language Program Intern

Location: 7291 W Franklin Rd, Boise, ID 83709

Start Date: September 2020

Time Commitment: Three-month minimum

This position reports to: Spark English Language Program Coordinator

Where to apply: <https://www.rescue.org/volunteer/apply-now-our-fall-2020-internship-openings>

Please submit a resume and cover letter.

Important Note: This is an unpaid internship.

Background: The IRC is an international non-profit that responds to the world's worst humanitarian crises, helping people survive and rebuild their lives, leading the way from harm to home. Since the Boise office opened in 2006, IRC Boise has resettled over 3,600 refugees and asylees, and provided aid to the broader Boise community. The IRC in Boise is working to meet refugee and immigrant community needs during the COVID-19 global pandemic, particularly in the areas of employment services, digital access, and COVID-19 resource creation and distribution for students and families.

Scope of work: The Spark Vocational English as a Second Language (VESL) program provides services to refugees with the highest barriers to resettlement in the United States. Many have experienced interrupted education or a lack of access to education. The Spark VESL class provides participants with critical literacy, numeracy, and English language skills that are necessary for success in the US job market. Not only does the program provide direct VESL instruction, Spark also supports participants by addressing barriers to education such as assistance with transportation or childcare, attaining educational supplies, and supporting wrap-around case management services as needed.

Essential Position Functions: Due to the uncertain nature of Covid, the internship responsibilities may vary depending on the extent to which remote work is necessary. Responsibilities may include, but are not limited to:

- Tutoring clients in digital literacy skills
- Tutoring clients in the alphabet, numbers, and basic conversational English
- Case-noting interactions with clients and tracking participation in related programming
- Supporting IRC's digital access initiatives, such as setting up Wi-Fi for clients, distributing donated electronic devices, etc.
- Supporting the administration of grant funded projects
- Collecting and maintain data for grant reporting purposes
- Producing electronic educational content such as videos, graphics, or audio recordings

- Working with interpreters to communicate with clients

Requirements:

- High level of digital skills required (video creation, audio creation, Excel, Word, filling online forms, professional email writing, instant messaging, video calling, etc.)
- Proficiency in a second language preferred.
- Experience with tutoring or teaching preferred.
- Intern must possess the characteristics of being a creative, organized, flexible self-starter.

This position reports to the **Spark English Language Program Coordinator**.

- This is an unpaid internship requiring a *minimum* of 240 hours to be completed during business hours 9a-5p, M-F.
- Work related driving is eligible for reimbursement at the IRS Charitable Rate.
- Internships are available for current college students starting in their second year, graduate students, and graduates less than 2 years post-graduation. Course credit is available if the student coordinates with their university and confirms the appropriate paperwork with the Volunteer Coordinator.

Preference:

- Preference to current students and recent graduates.

IRC leading the way **From Harm To Home**.