



Position Description

TITLE: Spark Vocational English Teaching Assistant Intern

LOCATION: Boise, ID

DURATION: 3-6 months

START DATE: June 2020

Apply here: <https://rescueglobal.secure.force.com/volunteer/>

Please submit a resume and cover letter.

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 45 countries and 25 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home. Domestically, our offices across the U.S. ensure new arrivals have food, shelter, and clothing, and work with refugees to help them gain self-sufficiency.

Scope of Intern Work: The IRC in Boise's Employment & Economic Wellbeing Team provides early employment, English and job readiness training, and career development services to ensure clients achieve self-sufficiency and economic independence. The Spark intern will assist the Spark Vocational English instructor with day-to-day management of an on-site vocational English class, student assessment, and data management.

Responsibilities:

- Ensure students clock in and out of class every day.
- Record daily attendance in corresponding databases.
- Report any gaps in attendance to Instructor; work with Instructor and casework team to identify and alleviate barriers to regular attendance.
- Monitor and update Spark outcomes, including progress assessment scores, dates of enrollment and closure in the program, job placements and wages earned, and various other critical data points.
- Assist Instructor in facilitating and proctoring monthly progress assessments. Provide support transportation on assessment weeks to ensure students are able to participate.
- Support new students in transportation training and other logistics, especially early in their participation.
- Assist Instructor with curriculum prep, printing activity sheets, and supplying classroom with lesson manipulatives as needed.
- Assist the Instructor in facilitating lessons, as needed. Support the volunteer corps and fill in as an assistance teacher as dictated by Instructor.
- Ensure classroom is stocked with necessary teaching materials as identified by the Instructor.
- Research additional curricula, materials, and resources across the IRC and shared network, as directed by the Instructor.
- Assist Spark graduates in enrolling with the English Language Center to continue their English Language Training.
- Provide equitable services to promote gender parity in learning potential amongst clients.

Learning Objectives:

- Intern will learn to collect and maintain data for grant reporting purposes.
- Intern will learn to communicate effectively with clients across cultures and with interpreters.
- Intern will learn individual coaching techniques to engage and empower a vulnerable population.
- Intern will learn effective outreach strategies for building strategic relationships.
- Intern will learn about how to successfully and appropriately advocate for clients' rights and needs across community partnerships.
- Intern will learn how to implement program safeguards to protect the vulnerable population, and to empower women.

Qualifications

- Interest in working face-to-face with students for extended periods of time in a classroom or one-on-one setting.
- Experience or confidence in communicating with English language learners either with or without the assistance of an interpreter.
- Passion and interest in refugee and immigrant issues, adult education, curriculum design, teaching, and/or English Language Learners.
- Commitment to approaching scenarios with a teacher's mindset. Experience in cross-cultural settings.
- Knowledge of Microsoft Suite, including Outlook, Word, Excel, etc.
- Ability to navigate, consult, and edit cloud-based shared tools across resettlement team members.
- Excellent attention to detail to ensure that documentation/case noting of work done alongside the students is complete, accurate, and timely.
- Self-motivated; able to work independently.
- Works well in a fast-paced environment and adapts quickly to change
- The ability to drive clients in personal vehicle (as allowed by your University/College program). Willing to use public transportation/bike as needed to troubleshoot transportation needs.
- Availability to work 9:00am-1:00pm, at least 3 days per week. Some availability outside of that time, as needed.
- Strong interest in refugee and asylee issues, as well as in workforce development.
- Preference to current students and recent graduates. *

This position is for the Summer 2020 semester requires a minimum commitment of 3 months.

*This is an unpaid internship. School credit may be received depending on your program and institution.

*Candidates applying who are not currently enrolled in an undergraduate or graduate program, or are outside 12 months of their graduation will be processed as volunteers.

To protect our clients, the IRC requires all selected applicants to complete background checks. We ask that you make a \$40 donation to help us cover the associated costs. Currently, 92% of our funding goes directly to programming to support our clients, and your help to cover this cost will ensure that no funding is directed away from serving our clients. Instructions will be provided after you have been selected to intern or volunteer.