

English for Employment Program (EFE) Internship (IINE-Boston)

IINE is currently offering an English for Employment Program (EFE) internship through its Boston office to students with demonstrated interest or experience in serving refugee, asylee, and immigrant populations. The English for Employment Program provides students with English instruction focused on finding and maintaining employment. Students are enrolled in the English for Employment program when they are enrolled in the Community Services Program and exit once they have a job and their schedule no longer allows them to continue (if it does, they remain in the program). All students are tested to determine the listening/speaking SPL when they enter the program. Students also complete a reading and writing assessment. Placement in the appropriate class level is determined based on these test results. Classes run throughout the year.

Reports To: EFE Program Manager

Key Responsibilities:

Intern responsibilities include:

- Assisting teachers in the classroom
- Tutoring students one-on-one
- Managing student records
- Providing general administrative assistance to the EFE Program team

Qualifications:

In addition to the qualifications listed for all IINE internships, those applying for an EFE Program internship should have the following qualifications:

- Experience in multicultural environments
- Experience teaching or tutoring adult learners
- Experience or educational background in TESL
- Language skills in Arabic, French, Spanish, Chinese, Portuguese, and Napoli preferred