

Remote Conversation English Class Internship (Unpaid)

The Conversation English Class Internship at BIIN is a great career builder for anyone interested in teaching, program management, volunteer management, and working with immigrants. Upon completion, the intern can expect to acquire invaluable experience in managing a nonprofit program.

Duties and Responsibilities:

Conversation English Class Interns manage the program but are not responsible for creating lesson plans or teaching the class. Interns are responsible for communicating with teachers, volunteers and students, helping to prepare digital materials and coordinating all planned activities. They are also responsible for starting the Zoom meeting, helping with technical issues, managing features of the platform during classes, and keeping track of attendance. In spring 2021, classes will be held on Mondays and Wednesdays from 6pm to 8 pm.

Volunteer Communications Manager Activities may include:

- Help recruit and register volunteers (as needed).
- Send weekly emails to volunteers with updates, digital materials, and Zoom links.
- In accordance with the lead teacher, determine the best way to communicate about the content and activities planned for each lesson. Regular meetings by Zoom may be required.
- Prepare materials needed for class, by the stated deadline (making pdf versions of textbooks and workbooks). Communicate as needed with the lead teacher regarding course materials.
- Start the Zoom meeting 15 minutes before the lesson is to begin.
- Welcome and check-in volunteers, and keep attendance records on designated spreadsheet.
- Make sure all volunteers and students have names and roles (volunteer) visible on Zoom.
- Get to know students and volunteers, and help them find answers to their questions.
- Assign volunteers to tasks, and volunteers and students to breakout rooms, as needed.
- Double-check and update volunteer attendance records after each class.
- Interview and write short portraits of students and/or volunteers as requested by marketing team. Obtain photos of the person and a signed photo release so they can be used by BIIN.
- Write monthly board reports regarding volunteers for the program.
- Provide accurate data collection for grant reporting and proposals.
- Serve as liaison between the program and office.

Student Communications Manager Activities may include:

- Call students that have registered for classes and remind them of the class start date. Update the student database as needed.

- Respond promptly to inquiries about English classes on the BIIN Facebook page.
- Share with students guidelines for using technology: Remind.com, Zoom, etc. Check in to see if they have any problems or questions.
- Start the Zoom meeting 15 minutes before the lesson is to begin.
- Welcome students individually and take attendance. Manage the student database.
- Get to know students and volunteers, and help them find answers to their questions.
- Help troubleshoot any technical issues related to the use of Zoom, student log-ons, etc.
- Assign students and volunteers to breakout rooms, as needed.
- Double-check and update student attendance records after each class.
- Interview and write short portraits of students and/or volunteers as requested by marketing team. Obtain photos of the person and a signed photo release so they can be used by BIIN.
- Write monthly board reports regarding students for the program.
- Provide accurate data collection for grant reporting and proposals.
- Serve as liaison between the program and office.

Qualifications:

- Desire to work with and support the immigrant community.
- Must own a personal laptop computer and have a reliable internet connection.
- Must be able to commit to the entire internship period.
- Must be bilingual (Spanish/English) for the “Student Communications Manager” role.
- Must be adept in using Google Slides or PowerPoint for the “Volunteer Communications Manager” role.
- Strong interpersonal skills.

Preferred skills but not required:

- Proficiency with Google Docs, Google Sheets, Google Drive, and Google Slides.

Start Date: BIIN interns usually begin the second week of the semester, but depending on the needs of the program, some prior communication may be required.

Time Commitment: It is our hope that our interns experience as much of BIIN as they can, and truly become a part of our team. Therefore, we have created a program centered on a minimum of 100 hours allocated over the course of 10 weeks. However, BIIN allows interns to work additional weeks and hours if their program requires it or if they choose to be more involved.

Compensation: Though unpaid, the internship provides the opportunity to hone management and supervisory skills while making a tangible contribution in addressing the needs of the local immigrant community.

Work Environment: The intern will work remotely, as part of a collaborative team. We view our interns foremost as learners who offer a valuable fresh perspective. We treat each intern as a

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professional team member and part of the BIIN family. Our staff is committed to the program, offering guidance, and appreciation for each intern's contribution.

Academic credit: BIIN has had interns work for three credit hours from the Sociology, Political Science, Hispanic Studies, and Philosophy departments' internship classes. BIIN is happy to work with interns to meet the requirements of their department's internship program.