

BI Brazos Interfaith IN Immigration Network

ESL Internship (Unpaid)

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

Duties and Responsibilities:

ESL Interns assist in guiding English language learners toward gaining proficiency in listening, speaking, and some writing. Interns manage the program but are not responsible for creating lesson plans for teaching the class. Interns are responsible for communicating with teachers from Region 6 and coordinating all planned activities. They are also responsible for opening the office, setting up the classroom, and locking the office every Monday through Thursday from 5:30 p.m. to 8:30 pm. The intern's remaining three hours a week will be spent working on special projects for English classes or for other BIIN programs.

Activities may include:

- Prepare the classroom for class activities and make copies if needed.
- Welcome students and take attendance. Manage the student database.
- Welcome and check-in volunteers through BIIN's online volunteer management system.
- Conduct a brief volunteer orientation before each class.
- Assign volunteers to a table.
- Oversee the book check out system and conduct an inventory of books as needed during the internship.
- Prepare name badges for students and volunteers.
- Interview and prepare a written portrait of at least one student per month.
- Write monthly board reports 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.
- Ability to commit to the entire internship period.
- Strong interpersonal skills.

Preferred skills but not required:

- Proficiency with Google Docs, Google Drive, Google Slides, Canva.

- Spanish language skills.

Start Date: BIIN interns usually begin the second week of the semester.

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 or 12 weeks depending on the program. 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 in a small collaborative office environment.

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.

General Program Information: BIIN's internship program is open to anyone who is interested in gaining experience managing programs.

Goal: Provide an educational opportunity involving hands-on activities while at the same time empowering the local immigrant community.

Vision: We view our interns foremost as learners who offer a valuable fresh perspective. We treat each intern as a 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.

To Apply

For more information or questions on the general details of the internship program, contact the Director at info@brazosimmigration.com To apply for an internship position please fill out the google form [BIIN Intern Application](#).