



Materials/Technology Support Internship

Materials/Technology Support Intern will work closely with GVP teachers to support refugee learners by preparing class materials and providing basic technology support. This intern will be given an opportunity to gain experience working with curriculum for learners at a range of proficiency levels and with highly experienced English language, literacy, and content area teachers.

Schedule

Must be available to work a minimum of two days for 8-12 hours per week, between the hours of 8:30AM-1:30PM on Monday or Friday, 8:30AM-5:00PM Tuesday, Wednesday, or Thursday. One of the two available internship days must be on a Monday or Friday to meet with internship supervisor. Most of the intern duties can be done independently and working from home on one of the two internship days is a possibility.

Intern responsibilities may include:

- Prepare Math word problems and other activities for the week
- Prepare Lexia (mylexia.com) individual lessons for students
- Add new vocabulary words to the word wall and grade homework packets
- Assist teacher in composing writing exemplar pieces for Writing Workshop
- Use iPad apps to create custom materials for vocabulary, phonics, and other word work
- Transfer printed tests and materials to online test format
- Print and copy intervention materials kits from online learning programs
- Set-up materials on iPads and computers
- Create systems for managing new and existing materials, books, and technology
- Train and support volunteers in how to manage and use new materials

Required Qualifications:

- Organizational skills; detailed oriented; works well independently
- Proficiency with computers, particularly Google Drive and Microsoft Office Suite
- Cultural competency and understanding of working with marginalized communities
- Flexibility and a willingness to learn
- Passion for working with teenagers
- Patience and a positive attitude

Preferred qualifications:

- Be currently enrolled in an education program or closely related discipline, with an interest in ESOL, literacy, refugee learners, and/or learners with limited previous formal education
- Experience working with English Language Learners, particularly refugees

Interested persons should send resume and contact Teni-Ola Ogunjobi, Community Engagement Manager, Global Village Project, taogunjobi@globalvillageproject.org.

**This is an unpaid internship. Intern positions are open until filled. College credit can be arranged.