



POSITION TITLE: ELL Program Intern

REPORTING RELATIONSHIP: ELL Program Coordinator, Education Programs Manager

STATUS: one-to-two semester internship, no benefits

HOURS: 15-32 hours/week, as agreed upon with supervisor

ARRIVE MINISTRIES:

Is a faith-based organization seeking life transformation for refugees, immigrants, and the Church. We live out God's command to welcome refugees and immigrants regardless of their country of origin, religious belief, gender, marital status, physical ability, or other unique characteristics. The beliefs upon which our ministry are based call us to extend love to all refugees and immigrants who walk through our door, which is what we joyfully do!

PRIMARY PURPOSE OF THIS POSITION:

To support the English Language Learning program by supporting clients and volunteers. The intern position helps analyze requests, administer assessments, and connect clients with volunteers/classes. This position also provides support and resources to volunteers.

RESPONSIBILITIES:

- **Interacting with clients (30%)**
 - Call interested/prospective clients and manage the client waiting list
 - Administer client language assessment
- **Volunteer support (30%)**
 - Provide support and resources to ELL volunteers on a monthly basis
 - Research and administer resources to volunteers
- **Volunteer/client introductions (30%)**
 - Connect volunteers with clients for ELL instruction

QUALIFICATIONS:

- Experience living or working cross-culturally
- Comfortable working in a cross-cultural and faith-based environment
- Ability to interact and communicate with clients of limited-English capacity
- Patience with and compassion for people
- Time management and problem-solving skills, with ability to handle multiple tasks effectively
- Competency with using databases, excel, word, email
- Ability to follow written and oral instructions, and to be able to work both independently and in a team
- Pursuing a degree in Education or TEFL preferred, but not required
- Valid MN driver's license
- Agree with and adhere to Arrive Ministries volunteer agreement and policies.