

Language Lab Intern

Part-time, Unpaid



Position Summary:

Join CMC's team as a Language Lab Intern and help immigrants and refugees embrace opportunity through education! The Language Lab Intern will work with volunteers to offer English competency, and digital literacy support to CMC clients in our drop in computer lab

Accountability:

The Language Lab Intern will report to the Special Classes Team Lead.

Qualifications:

- Professional communication skills
- Comfort using a computer and ability to learn new programs
- Educational background a bonus but not required, must at least have interest in helping others through education
- Self-directed problem-solving ability
- Spanish, Swahili, French, Kirundi, Lingala, Dari, or Pashto ability preferred but not required

Responsibilities:

- Facilitate Language Lab's open hours. This entails coaching and engaging students in their individual studies, troubleshooting, and supporting a positive learning environment
- Coordinate and support Language Lab volunteers
- Ensure accurate recordkeeping, run reports, and analyze statistical data
- Perform other duties as requested/ assigned