

Position: ESOL Teaching Assistant Internship
Program/Department: English for Advancement/Refugee Services
Locations: Available in Lynn, Lawrence, Lowell, East Boston, and Downtown Boston



SKILLS . JOBS . CAREERS

JVS is a non-profit, non-sectarian agency. Our mission is to empower individuals from diverse communities to find employment and build careers; and to partner with employers to hire, develop and retain productive workforces.

JVS provides a broad range of services including adult education, skills training, job readiness training, job placement and support, and access to post-secondary education. JVS assists employers in their search for well-qualified job applicants and their initiatives to upgrade the skills of their incumbent workforce.

Program/Department Overview:

JVS's Refugee Services has provided direct employment services to local refugee and immigrant populations for over 40 years. Over 80% of our participants are hired per year and our 90% job retention rate is higher than similar job placement agencies in Boston. To achieve these outcomes, JVS partners with over 1,400 employers in hospitality, retail, agriculture, education, health care, sales, manufacturing, and business; and supports participants in finding and maintaining gainful employment that can lead to successful careers.

English for Advancement is a new program that provides vocational English classes and job search services to non-native English speakers at sites in Lynn, Lawrence, Lowell, East Boston, Roxbury and Dorchester whose goal is to find employment. In addition to English classes, clients receive career coaching including job search assistance, resume and cover letter writing and interview preparation.

Responsibilities:

Assist the teacher of vocational English class for immigrants and refugees by working with individuals and small groups of students who need extra support. Topics include improving English and communication skills to obtain employment, job search and job retention techniques, orientation to the American workplace, financial literacy and life skills. This is a multi-level class, so the volunteer will work with low-level literacy students some days, and higher-level conversational students on other days.

Skills/Qualifications:

- ESOL teaching or tutoring experience preferred, but not required.
- Comfortable working with low level English language learners.
- Fluency in English
- Interest in working with people of various linguistic, cultural, religious, ethnic and national backgrounds.
- Empathy for the challenges of learning a new culture and a new language.