

Position: Vocational English Classroom Intern, Levels 1 & 2
Program/Department: Refugee Services
Schedule: Classes are held Mon-Thurs, 9am-1pm



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 populations for over 40 years. These services are offered to refugees, political asylees, Cuban and Haitian entrants, certified victims of human trafficking, and other work-authorized immigrants. Services include job search assistance, resume and interview preparation, cultural orientation, pre-employment vocational English language classes, job placement and follow-up, and post-employment support. 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.

Responsibilities:

Help teach vocational English class for refugees, political asylees, and work-authorized immigrants. 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. Assist students in completing in-class tasks, including computer work and group activities. Combination of teaching to small groups and individual tutoring.

Skills/Qualifications:

- Related experience is welcome, but training will be provided.
- Interest in working with people of various linguistic, cultural, religious, ethnic and national backgrounds.
- Commitment to learning techniques for teaching and classroom management.
- Ability to speak other languages not required but welcome.
- Ability to work in dynamic and often changing work environment.
- Ability to work as part of a team with staff and other volunteers/interns.
- Good communication and organizational skills.
- Attention to detail.