



Position Description

ESOL Instructor [INTERN]

Department: Housing

Exempt: Yes

Reports To: Deputy Director

Salary:

Internship Position Summary:

As an ESOL Instructor Intern with Project HOPE Boston, Inc., you will support the ESOL program by assisting the ESOL Instructor. This internship offers an opportunity to gain insight into ESOL instruction and contribute to the success of adult learners from diverse backgrounds. You will work closely with the instructor to ensure the smooth operation of classes and support students as needed.

Agency Background:

Project HOPE Boston, Inc. has provided support to families in the Nubian/North Dorchester area for over 40 years, always with a laser focus on partnering with families seeking housing stability and economic mobility. Since its inception, Project HOPE has implemented a number of innovative and impactful programs to address housing, workforce, childcare, and educational needs.

Located in Boston's Dudley Street neighborhood, Project HOPE Boston, Inc. is at the forefront of efforts in the city to move families beyond homelessness and poverty. It was founded in 1981 by the Little Sisters of the Assumption, who first settled in the Dudley area in 1947 to live and work with families in the local neighborhood. In the 1980s, when family homelessness was identified as a crisis in Boston and the state, the Sisters opened their doors. They welcomed families to stay with them, and Project HOPE (House Open People Enter) Boston was established. Once best known as a family shelter, Project HOPE today offers an array of services to assist families in gaining the resources and skills that can lead to more opportunities and access. Partnering with families in neighborhoods that have been historically marginalized, Project HOPE centers its efforts and work on the Social Determinants of Health with a racial equity lens.

In 2006, Project HOPE Boston, Inc. opened an attractive Community Building on Dudley Street – the first LEED Silver certified, earth-friendly building in Roxbury – to serve as its headquarters and a neighborhood center for job training, adult education, housing counseling, community



empowerment, and more. Just a few blocks away, the original site remains home to the family shelter.

Primary Responsibilities & Learning Opportunities:

- Assist in administrative tasks related to the ESOL program, such as maintaining attendance records and updating databases.
- Support the development of lesson plans and instructional materials under the guidance of the ESOL Instructor - Evening.
- Collaborate with the Employment Specialist and ESOL Student Partner to identify students with job search and case management needs.
- Participate in ongoing curriculum development efforts, contributing ideas and feedback to enhance program effectiveness.
- Help identify students experiencing attendance issues and those ready to progress to a higher class level.
- Attend regular meetings with the Workforce Development and Education team, gaining exposure to program planning and coordination.

Other Responsibilities:

- Participate in strategic staff meetings to stay informed about organizational updates and initiatives.
- Support the ESOL program by assisting with other duties as assigned, adapting to the evolving needs of students and the program.

Position Requirements:

- Currently pursuing a Bachelor's degree; educational background in related fields preferred.
- Interest in working with diverse communities and supporting adult learners in their educational journey.
- Strong communication and interpersonal skills, with the ability to work effectively in a team environment.
- Attention to detail and organizational skills to assist with administrative tasks and program coordination.
- Ability to work independently and proactively contribute to program objectives.
- Fluency in multiple languages and familiarity with diverse cultural contexts is advantageous.

Equipment Used:

- General office equipment such as a computer.



This internship provides an opportunity to gain valuable experience in educational support within an ESOL program setting, contributing to the academic advancement and empowerment of adult learners from diverse backgrounds.