

EDUCATION CENTER INTERN

Education Center Interns support ongoing Education Center programming aimed at empowering refugees and other immigrants through class instruction aimed at teaching necessary cultural skills with English practice. These classes also build community. Classes range in content from financial literacy, to technology skills, to English language clubs, to health management and more.

Reports to: Education Center manager

Time Commitment: 10-12 week duration, with a 15 hour/week minimum

Duties and Responsibilities

- Assist Education Center staff with communications to prospective and current students
- Provide transportation to clients
- Assist in the development of child care policies
- Provide fill-in childcare when needed for a class
- Assist students having difficult with technology
- Track student progress in database

Skills and Qualifications

- Support of World Relief mission and values
- Sensitivity and openness to persons of culturally diverse backgrounds
- High degree of patience, understanding, organization, and flexibility
- Prior cross-cultural experience
- Ability to speak a second language is preferred
- Must pass a background and driving check through Sterling Volunteers (\$35 cost), carry personal liability auto insurance and have a current driver's license

Additional Role Specific Training

- Complete the following online courses on *The Workshop*
<https://worldrelief.thinkific.com/pages/world-relief-spokane>
- *Navigating Friendships* (duration 1 hour)
 - *ESL Tutoring* (duration 6 hours)
 - *Afghan Culture Guide* (duration 1 hour)

*NOTE: Use coupon code: **wrspokane** to waive the fees associated with the courses