About Us
The Spanish Education Development (SED) Center was founded in 1971 when a group of community leaders and parents joined together to establish daycare services for their children. Today, the SED Center provides bilingual daycare and preschool programs for children ages three months to four years old and a high quality adult education program that includes English for Speakers of Other Languages (ESOL), computer training, and GED classes. For over 50 years, the SED Center has helped families take full advantage of all the social, educational, and economic opportunities available to them.

Job Summary
The SED Center is seeking a talented individual to join our team as our Adult Program Intern. This is an excellent opportunity for a student who wants to gain knowledge and experience in teaching and program management.

Responsibilities
The Adult Program Intern will assist the Adult Program Director in all aspects of the SED Center’s Adult Program, which offers classes in ESOL, GED and Computer Training. The duties will include, but the not limited to:

- Serve as a teacher’s aide for an ESOL, GED or computer training class. Provide assistance as needed when students are learning via small group work.
- Design marketing materials to advertise the program.
- Research various mediums and opportunities (print, online, radio, TV, events) to spread the word about the next session of classes.
- Provide general administrative assistance for the program including keeping track of applicants and current students and fielding requests for information.
- Other duties as assigned.

Skills
The SED Center will provide all the necessary training to complete the above tasks. However, candidates with the following skills will receive greater consideration:

- Proficient in Spanish and English (spoken and written)
- Excellent writing, editing, and verbal communication skills
- Experience with photo/video editing, desktop publishing, and the Adobe Creative Suite

Benefits
This is an unpaid internship, but may be eligible for programs that provide academic credit. The SED Center is also a great place to practice one’s Spanish.

To Apply
Please send a resume and cover letter to Doris Ruano at dorisruano@sedcenter.org with “Adult Program Intern” in the subject line.