



## Internship Opportunity Adult Program Intern Fall 2013

### 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 40 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 this fall 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 are 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 (spoken and written)
- Excellent writing, editing, and verbal communications 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 Cielo Contreras at [ccontreras@sedcenter.org](mailto:ccontreras@sedcenter.org) with "Adult Program Intern" in the subject line.