

Literacy Works Internship Opportunity

Fall 2019

Literacy Works, a Chicago-based 501(c)3 nonprofit organization, is offering a summer internship to interested undergraduate and graduate students. The time commitment is flexible according to student and college needs, from as few as 10 hours per week up to 40 hours per week. The start and end dates are likewise flexible, though we do ask for a 6-week minimum commitment. This position is unpaid.

About Literacy Works

Literacy Works believes that literacy is a human right, and that we advance justice when we give people the tools they need to fully participate in society and navigate their everyday lives. Our work centers on eliminating literacy-related barriers for individuals and families in Chicago.

Literacy Works increases the capacity of Chicago's adult literacy, workforce development and parent education programs by training teachers and volunteers to deliver high-quality reading, writing, math, English language, and digital literacy instruction. We also conduct outreach and recruitment for volunteers, and operate a personalized helpline connecting adult learners to free adult learning programs in their neighborhoods. At the community level, we help organizations in health, legal, government and other sectors to adapt and adjust their service delivery models so that community members of all literacy levels have equal access, not just those with diplomas and college degrees.

About the Internship

Interns will work with Literacy Works staff in its ongoing efforts to advance adult literacy in Chicago. Interns will:

- Assist potential students and volunteer tutors through the Adult Education Helpline and online inquiry form, and provide referrals to adult education providers in the Chicago area.
- Manage registration, attendance and evaluation data for Literacy Works' Tutor Essentials and Special Topics trainings. Interns are also welcome to attend these trainings.
- Assist in development projects as needed.
- Carry out communications tasks such as advertising upcoming events to our members, promoting the Adult Education Helpline, and updating our website.
- Support Literacy Works' other ongoing projects in areas such as member-agency needs assessments, building a teacher/tutor materials library, and state and federal advocacy campaigns.
- Have the opportunity to observe and participate in adult education classrooms at several of our member agencies over the internship term. Our member agencies provide English as a Second Language, Adult Basic Education, and High School Equivalency/GED instruction.

Literacy Works' internship placement will provide the context for understanding adult literacy in Chicago by offering relationships to adult literacy programs throughout the city. Through contact with adult learners, interns will better understand the effects of poverty, lack of education, and systemic inequity on adults' opportunities, access to resources, and ability to support themselves, their families, and their communities. At the same time, interns will get a window into the community-based network that supports adult learners and their families as well as the larger funding and legislative systems surrounding adult education in Illinois and nationwide. University students interested in social work, education, policy, government, and community health will find this to be a rewarding experience.

To apply, please email a resume and cover letter to Keighty Ward, Community Literacy Program Manager, at keighty@litworks.org. Application deadline is flexible.