



College and Career Readiness Instruction Internship

[Literacy Pittsburgh](#) invites intern applicants for the Fall 2025 semester. The College and Career Readiness (CCR) intern supports the mission of “Better Lives Through Learning” by building our agency’s capacity to serve students with the goal of improving their reading, writing and/or math skills to support their college and career goals. This is a unique opportunity to make a meaningful impact while strengthening communication skills with a diverse range of adult students and colleagues, and gaining instructional experience by both working with students one-on-one and in small groups.

Role Responsibilities

- During the first week of the internship, complete required trainings to prepare for serving students, including: Tutor Training, GED training, and Literacy Pittsburgh Policies and Procedures
- Support staff CCR instructors by serving as a classroom aide in either in-person or online classes, independently lead reading and writing lessons 1-1 or in small groups with students, 7 hours per week.
- Prepare for lessons by writing lesson plans and reviewing materials, 2.5 hours per week.
- Check in weekly with the Internship Program Manager, .5 hours per week.

Compensation, Timeline, and Schedule

- \$15/hour for up to 10 hours/week.
- Internship starts week of 8/25/25 and concludes by 12/12/2025.
- Literacy Pittsburgh class schedules require either M/W Morning/Afternoon or T/Th Morning/Afternoon availability. Availability to work one-two evenings supporting an online class is a plus.



Candidate Requirements

- Must be authorized to work in the United States.
- Must be currently pursuing an undergraduate or graduate degree.
- Demonstrated commitment to [Literacy Pittsburgh's values](#).
- Past experience with language learning, teaching, and/or working with diverse populations a plus.

How to Apply

Contact Terra Teets, Manager of Auxiliary Programs, at tteets@literacypittsburgh.org for application information and with any questions.

Our people make Literacy Pittsburgh a welcoming and positive place to learn. Our commitment to a diverse and inclusive work environment where employees feel a sense of belonging is reflected in the [values](#) that guide our day-to-day work. We welcome all qualified applicants who reflect a diversity of culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran status, color, religion, disability, sexual orientation, marital status, past experience with poverty or homelessness, or prior contact with the juvenile, criminal justice, or child welfare systems.