



English Language Learning Instruction Internship

[Literacy Pittsburgh](https://literacypittsburgh.org) invites intern applicants for the Fall 2025 semester. The English Language Learning (ELL) intern supports the mission of “Better Lives Through Learning” by building our agency’s capacity to serve students with the goal of improving their English reading and writing skills. This is a unique opportunity to make a meaningful impact while strengthening communication skills with a diverse range of adult students and colleagues, writing lesson plans and/or curriculum, and gaining instructional experience by both working with students one-on-one and in small groups, as well as leading an online class.

Role Responsibilities

- During the first week of the internship, complete required trainings to prepare for serving students, including: Tutor Training, ELL training, and Literacy Pittsburgh Policies and Procedures
- Support staff ELL 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, 4 hours per week.
- Lead an online conversation group with Literacy Pittsburgh Alumni who have the goal of continuing to improve their skills with reading and writing in English, 2 hours per week.
- Prepare for lessons by writing lesson plans and reviewing materials; contribute to agency curriculum mapping projects 3.5 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. The online Alumni Conversation Class requires availability to teach online one evening a week from 5:30-7:30pm.

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.