



Marketing and English Language Learning Internship

[Literacy Pittsburgh](#) invites intern applicants for the Fall 2025 semester. The Marketing and English Language Learning (ELL) intern supports the mission of “Better Lives Through Learning” by building our agency’s capacity for social media and newsletter outreach and by working with a teacher in an existing class to provide one-on-one or group support to learners with writing and reading skills. This is a unique opportunity to make a meaningful impact while building a marketing portfolio, improving copywriting and storytelling skills, and strengthening communication skills with a diverse range of adult students and colleagues.

Role Responsibilities

- During the first week of the internship, complete required trainings to prepare for serving students as a classroom aide, including: Tutor Training, ELL training, and Literacy Pittsburgh Policies and Procedures.
- Support the Director of Marketing and Communications in creating, editing, and publishing articles and video/photo content on the agency’s social media platforms, 3-4 hours per week.
- Support the Student Support Coordinator in writing, editing, and gathering content for the student newsletter, 1-2 hours per week.
- Support a staff ELL instructor by serving as a classroom aide in either an in-person or online class, independently lead reading and writing lessons 1-1 or in small groups with students, 4 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. Marketing schedules are flexible, with some hybrid/remote work to be expected; occasional evenings may be needed.

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, marketing, 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.