



## Mayor's Office of Adult Education Leadership Internship 2010 Application

### Are you a GED or ESOL student or graduate?

The Mayor's Office of Adult Education (MOAE) is seeking strong leaders who are current students or graduates of adult education programs for a Leadership Internship. Now in its second year, the Leadership Internship has expanded to include two goals meant to strengthen the success of all adult education students and programs. These goals are: 1) improving transitions to college for GED and ESOL graduates and 2) supporting the We Are New York (WANY) Community Campaign. For more information on the Mayor's Office of Adult Education and the We Are New York campaign please go to the MOAE website at [www.nyc.gov/adulted](http://www.nyc.gov/adulted)

The aim of the MOAE Leadership Internship is to help you become a leader in adult education. Interns will work closely with MOAE staff, community leaders and adult education programs to help current students and alumni succeed in their studies and reach their goals. Field work will include supporting GED and ESOL students to graduate and transition to college, support for adult education alumni who are attending college or supporting English language learners as part of the We Are New York Campaign.

Candidate must be a current student or graduate of an Adult Education program (ESOL or GED Diploma). This internship will run from February 5th – mid June. Interns will work 8-12 hours a week (depending on assignment) doing community-based field work and participating in leadership development meetings. This is an unpaid internship. Applications must be received by February 4<sup>th</sup>. An Internship Orientation will be held at the MOAE Office from 1-4 pm, Friday, January 29<sup>th</sup> at 100 Gold St. 2<sup>nd</sup> Fl. NY, NY, 10038 near City Hall. (Please RSVP)

#### PROJECTS WILL INCLUDE:

- Community outreach to adult learners and alumni to build networks for mutual support and learning.
- Assist with special events and projects.
- Participate in policy/advocacy meetings as needed.

#### INTERNSHIP REQUIREMENTS INCLUDE:

- Responsible, independent worker who also is an effective team member.
- Ability to work in a professional manner with diverse populations.
- Well organized. Works well under pressure and meets deadlines.
- Candidates must be either 1) an ESOL, ABE or GED student or graduate or 2) possess a GED Diploma and have applied for, are currently attending, or have graduated from college.

#### IT'S SIMPLE TO APPLY:

Send an email to Katy Taylor at [katytaylor@dycd.nyc.gov](mailto:katytaylor@dycd.nyc.gov) by **Thursday, February 4th**. Briefly (no more than 3-4 paragraphs), describe your interest in this internship, what makes you a strong candidate and what you hope to learn. Explain your background in adult education. Are you a student or a graduate now? Are you attending college? **Include your contact information (phone numbers and emails) and the best times to reach you.** Direct questions and Orientation RSVPs to Katy Taylor at 212-341-9076.