

VCU World Studies

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

The Bridge Community Development Corporation

www.bridgeamerica.org

Availability: Offered fall, spring, and summer.

Internship Contact:

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The Bridge CDC is a 501(c)3 tax exempt nonprofit organization that is committed to improving lives by reducing socio-economic barriers through the creation of strategic collaborations throughout Richmond, VA. The Bridge CDC sponsors ESL programs, offers translation services and sponsors community events.

Intern Responsibilities:

The Bridge CDC offers three distinct internship opportunities. An intern for The Bridge CDC has the option to assist an ESL teacher with classroom instruction (does not require foreign language proficiency); translate languages between clients and partnering organization (requires proficiency in a foreign language, primarily Spanish); assist or lead administrative tasks (i.e. volunteer recruitment, marketing, special event planning, etc.)

We ask each intern to commit to one semester. Each intern will have the option to continue interning for subsequent semesters.

Language/Skill Requirements:

Dependability and punctuality!

Hours & Pay:

We usually require 5 hours or less a week. There are definitely opportunities to work more hours. Days and times vary depending on which ESL program of The Bridge CDC that an intern is working for. All other positions allow a flexible schedule with the option of performing most tasks remotely, via email and telephone. Weekly or Bi-weekly meetings may be required.

Translators are usually reimbursed for gas at a rate of \$15 a visit to a translation site. Otherwise, these are volunteer opportunities.

Application Process:

Interns can fill out a volunteer form at www.bridgeamerica.org or send an email to volunteer.thebridge@gmail.com

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