

# 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

## Office of the Bilingual/ESL Parent Liaison, Richmond Public Schools

**Availability:** Offered fall and spring.

### **Internship Contact:**

Barbara M. Ingber, Bilingual/ESL Parent Liaison  
Parent Resource Center, Richmond Technical Center North  
2015 Seddon Way  
Richmond, VA 23230  
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With the goal of helping families to aid their children in achieving academic success, we offer parenting workshops; interpretation at school-related meetings and events; translations of school-related materials; and help for students and families as they adjust to school and U.S. culture. We are a resource re: other cultures and present trainings for RPS staff and the wider community.

### **Intern Responsibilities:**

Responsibilities will vary, depending on intern's interests and talents and the needs of the ESL Parent Liaison. Aside from the ever-present nitty-gritty office work (including copying, filing, and other boring but necessary tasks), interns might do any or all of the following: translate school and/or workshop materials (English to Spanish and/or other languages); interpret at workshops and meetings; respond to phone calls from and/or initiate calls to families (in Spanish); help families to fill out school-related forms; do research related to immigrants/refugees/second language acquisition, etc.; prepare power-point presentations; help design workshops and/or presentations for audiences that might include immigrant/refugee families; students, k-12; school staff (examples: nurses, teachers, administrators, office staff, social workers); and representatives of local, state and national agencies, institutions, and government, etc.; attend meetings and take notes, either in the company of the ESL parent liaison or in her place; contact speakers for meetings or suppliers of books/materials; and more....

### **Language/Skill Requirements:**

Must have near-native language fluency in Spanish. (Interns also needed to translate school materials into Vietnamese, Mandarin, Hindi, Arabic, and other languages.) Must be organized, flexible, willing to work extremely hard. Computer skills expected (including word processing and power point). Attention to detail. Responsible. Must have own transportation.

### **Hours & Pay:**

- Office is open from 8:30am – 3:00pm, whenever school is in session. Monday mornings and Friday afternoons are when an intern is least needed.
- Volunteer position.

### **Application Process:**

Contact Ms. Ingber via telephone and/or email. A resume and recommendations are helpful. A personal interview is required.

**Updated:** 8/11/2010