**AES World Languages and Cultures Institute | www.awlci.org**

- Kelsey Wade (International Relations, Quantitative Economics, 2015)
- Director of Community Programs & Interim Director of Language Programs
- Part-time, 26 hours per week
- Unpaid

**What do you do as an intern at this organization?**
I focus on managing and growing/expanding our community programs (ESOL and Medical Spanish) and the development of our language programs. I supervise 9 employees who work on teams for community programs or curriculum development for our classes, attend practice teaching sessions for our teachers and give feedback and track their progress. I establish partnerships for our community programs, write long-term action plans for projects, present proposals to the Board of Directors, research potential avenues of growth, and assist with the day-to-day for our classes (preparing materials, registering students, corresponding with teachers, etc.).

**How did you find your internship?**
Idealist.org

**What do you enjoy most about your internship?**
I have been able to take on increasing amounts of responsibility throughout the internship. The internship program is set up to give tons of relevant management experience. We get tons of feedback from the Exec. Director, have to present our work to other departments, are responsible for making major decisions for the organization and can always get involved in other aspects of the organization.

**What do you find challenging?**
The structure of the non-profit administration internship is very challenging. Interns have to be highly motivated and proactive (you can’t wait to have projects handed to you nor to have someone tell you how to do something. It’s up to you to figure it out.) I've also had to improve my management skills and oral communication skills (being confident, clear and concise, especially when presenting material or managing volunteers).

**What advice would you offer to someone who wants to make the most of an internship like yours?**
You must be someone who is extremely self-driven and pro-active. There is plenty of opportunity to get valuable experience, have an impact on the organization and to get experience in other areas of non-profit administration. If you’re motivated and work hard, you'll do tremendously well here.

**About the Organization**
AES World Languages and Cultures Institute
Boston, MA

AES World Institute is a non-profit organization committed to strengthening communities by bridging the gap between cultures and broadening our students' horizons. Our community programs empower individuals to overcome cultural and language barriers and promote harmony and tolerance in the community. We also offer effective, immersion language classes in Spanish, Italian and Mandarin for both professionals and those who wish to learn a new language for leisure.