

Remote Learning Specialist Internship

Position Title: Remote Learning Specialist

Location: Remote

Program: Help Us Grow (H.U.G.) Reading Program

Type: Part-Time

Compensation: Unpaid or FWS

About the H.U.G. Reading Program

The H.U.G. Reading Program fosters a love for reading and improves literacy skills among children and young adults. Our mission is to provide high-quality tutoring and support to help students grow academically and personally.

Position Overview

We are seeking a dedicated Remote Learning Specialist to join our team. This role is crucial in enhancing the effectiveness of our remote learning initiatives and ensuring that our online tutoring sessions are engaging, interactive, and impactful. The Remote Learning Specialist will work closely with tutors, students, and program coordinators to optimize our virtual learning environment.

Key Responsibilities

- **Program Development:**
 - Design and implement remote learning strategies and best practices.
 - Develop interactive and engaging curriculum materials for online tutoring sessions.
 - Utilize technology to create a dynamic and effective learning experience.
- **Training and Support:**
 - Train and support tutors in using online teaching tools and techniques.
 - Provide ongoing technical and instructional support to tutors and students.
 - Troubleshoot technical issues and provide solutions to ensure smooth online sessions.
- **Quality Assurance:**
 - Monitor and evaluate the effectiveness of remote learning sessions.
 - Collect feedback from tutors and students to continuously improve the program.
 - Implement changes based on feedback and evolving educational standards.
- **Community Engagement:**
 - Foster a supportive and collaborative online learning community.
 - Organize and facilitate virtual events, workshops, and engagement activities.

- Encourage active participation and interaction among students and tutors.
- Administrative Duties:
 - Maintain accurate records of online sessions, training, and support activities.
 - Assist with data collection and reporting for program evaluation.
 - Manage scheduling and logistics for online tutoring sessions.

Qualifications

- Education: Bachelor's degree in Education, Instructional Design, Educational Technology, or a related field. Master's degree preferred.
- Skills:
 - Strong understanding of online learning platforms and technologies.
 - Excellent communication and interpersonal skills.
 - Proficient in creating and delivering virtual training sessions.
 - Ability to develop engaging and interactive online curriculum materials.
 - Strong organizational and time-management abilities.
- Experience:
 - Previous experience in remote teaching, instructional design, or educational technology.
 - Experience in training and supporting educators in a virtual environment.
 - Experience working with diverse student populations is a plus.
- Attributes:
 - Passionate about education and literacy.
 - Innovative and adaptable in a fast-paced, remote work environment.
 - Detail-oriented and committed to continuous improvement.
 - Culturally sensitive and inclusive in interactions with diverse groups.

Benefits

- Opportunity to make a significant impact on students' educational journeys.
- Professional development and growth opportunities.
- Collaborative and supportive work environment.