



College/Career Readiness Instruction and Marketing Internship

[Literacy Pittsburgh](#) invites intern applicants for the Spring 2026 semester. The College and Career Readiness (CCR) and Marketing intern supports the mission of “Better Lives Through Learning” by building our agency’s capacity to serve students with the goal of improving their reading and writing skills. Many students in the CCR program enter with the goal of earning their GED, so the CCR intern can expect to assist students in reaching this life-changing goal. The intern will also have the opportunity to engage with Literacy Pittsburgh’s social media outreach strategy by creating short form video content for various social media outlets. This is a unique opportunity to make a meaningful impact while strengthening communication skills with a diverse range of adult students and colleagues, gaining instructional experience by both working with students one-on-one and in small groups, and building a portfolio of social media marketing content.

Role Responsibilities

- During the first week of the internship, complete required trainings to prepare for serving students, including: Tutor Training, GED training, and Literacy Pittsburgh Policies and Procedures
- Support staff CCR instructors by serving as a classroom aide in either in-person or online classes, independently lead reading and writing lessons 1-1 or in small groups with students, 4 hours per week.
- Prepare for lessons by writing lesson plans and reviewing materials, 1.5-2.5 hours per week.
- Support the Director of Marketing and Communications in creating and editing video content for the agency’s social media platforms (i.e., Reels, TikTok), 3-4 hours per week. Expectation is to create two videos per week.
- Check in weekly with the Internship Program Manager, .5 hours per week.



Compensation, Timeline, and Schedule

- \$15/hour for up to 10 hours/week.
- Internship starts week of 1/12/26 and concludes by 4/30/26.
- Literacy Pittsburgh class schedules require either M/W Morning/Afternoon or T/Th Morning/Afternoon availability.

Candidate Requirements

- Must be authorized to work in the United States.
- Must be currently pursuing an undergraduate or graduate degree.
- Demonstrated commitment to [Literacy Pittsburgh's values](#).
- Past experience with language learning, teaching, and/or working with diverse populations a plus.

How to Apply

Contact Terra Teets, Manager of Auxiliary Programs, at tteets@literacypittsburgh.org for application information and with any questions.

Our people make Literacy Pittsburgh a welcoming and positive place to learn. Our commitment to a diverse and inclusive work environment where employees feel a sense of belonging is reflected in the [values](#) that guide our day-to-day work. We welcome all qualified applicants who reflect a diversity of culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran status, color, religion, disability, sexual orientation, marital status, past experience with poverty or homelessness, or prior contact with the juvenile, criminal justice, or child welfare systems.