



Professional Development Intern Position Open

Dual Language Education of New Mexico (DLeNM) is looking for a hard-working, committed future educator to help support our organization. Please review the information below and email Lisa Meyer at lisa@dlenm.org with questions and applications.

DLeNM's Professional Development Intern works closely with program staff to support professional learning in school communities throughout the year and at the annual La Cosecha Dual Language Conference. The PD Intern is also responsible for managing office/program supplies, book sales, and the mailing of DLeNM's quarterly newsletter Soleado: Promising practices from the field

Time Requirement: 10-20 hours/week

Availability: DLeNM will work around class schedules but the candidate needs to be able to work hours between 8-5 Monday-Friday

Office Location: DLeNM is located on Lomas near I-25.
700 Lomas Blvd. NE, Building 2, Suite 204
Albuquerque, NM 87102

Pay rate: \$13-16 per hour depending on experience

Supervision: The Director of Instructional Equity and/or Director of Heritage Languages (or designee) is/are responsible for supervising the PD Assistant and for managing their work tasks and schedule.

To apply: Complete the [application](#) and email it to Evelyn Chávez at evelyn@dlenm.org. To find out more information, email evelyn@dlenm or text with questions to 575-714-3754.

Program assistance - Primary

- Printing materials and making copies
- Creating training binders for our math framework (AIM4S³)
- Making charts, laminating, putting materials together for different professional development trainings
- Making teaching materials to use for classroom instruction
- Tribal Language Community materials development and communications

Book Sales

- Process book orders received through Amazon
- Manage mailing supplies inventory and keep stocked
- Drop off completed orders to USPS or Fed Express when needed

Annual Conference support (La Cosecha or other institutes)

- Support registration processing
- Provide presenter (including tech support) for in-person and/or virtual sessions (Zoom)

Soleado: Promising practices from the Field (Quarterly Newsletter)

- Prepare newsletters for mailing
- Mail newsletters

Office Organization

- Manage office supply orders and inventory
- Process supply orders, deliveries & distribution
- Organize and manage supply cabinets and other materials

Other tasks as assigned