



Cow Creek Government Office

Language Intern

Job Code: 1390
Department: Education
Location: Roseburg, OR.
Minimum Hourly: \$15.00

POSITION PURPOSE:

If you have a desire to be part of the Takelma Language team, work on your creative talents, and engage in events/activities, this is the right job for you. This position is responsible for assisting the language program. It involves curriculum material development and several language-based projects. You will receive hands-on experience in a variety of programs, including Canva, website building, Microsoft Suite, and others. This position may assist teaching or as a support person at events.

Position Duties:

- Produce classroom materials and social media posts.
- Assist language program with creation and evaluation of materials.
- Assist language program with language instruction.
- Organize various language resources.
- Other duties as assigned.

QUALIFICATIONS:

- Currently enrolled in high school.
- Basic computer skills.
- Some knowledge of Microsoft Suite and PowerPoint.
- Attention to detail.
- Problem solving.
- Ability to communicate.
- Ability to learn new programs and language.