



### **Program Assistant Intern position**

Playlingual (<http://playlingual.com/>) is a New York based company. We introduce children ages 0-5 years old to foreign language through child-led, hands-on, interactive play experiences. Playlingual currently has a program assistant internship position open for the Fall Semester (9/24-12/19/2015). Program assistant is required to work closely with Playlingual teachers to ensure a smooth operation of the Mandarin program from September 24 to December 19, 2015. Working hours are 2 hours in the afternoons (3p-5p) on Tuesdays and Thursdays.

Responsibilities of the intern include, but are not limited to:

- Assisting in setting up the classroom;
- Assisting in class activities;
- Assisting in cleaning up the classroom;
- Assisting with other duties deemed necessary by the president and teachers.

Ideal candidate qualifications:

- High school degree required; College degree preferred.
- At least 1 year of working experience with preschool age children.
- Detail oriented and excellent organization skills.
- Excellent interpersonal communication skills; bilingual in English and Mandarin Chinese desired.
- Fluent in Microsoft Office skills, and social media such as Facebook and Twitter.

To apply, please email your cover letter and resume to Peng Zeng, Founder and President of Playlingual at [pzeng@playlingual.com](mailto:pzeng@playlingual.com).