



## PROGRAM INTERN Job Description

### BASIC FUNCTION

The Program Intern is responsible for assisting AR Kids Read's (AKR) Program Team with the overall implementation and management of programming. This work involves coordinating with approximately 200 stakeholders to implement a community-based tutoring model and assessing the organization's impact on students' reading.

### REPORTING RELATIONSHIP

The intern will report to the Program Team.

### POTENTIAL PRIMARY DUTIES & RESPONSIBILITIES INCLUDE

- Participate in AKR's tutor training
- Serve as a Tutor Ambassador
- Serve as a reading tutor
- Visit collaborator schools and/or out of school programs
- Manage the AKR Virtual Lit Lab (on-line tutoring platform)
- Assist with assessment data collection and entry
- Assist with events and tutor registration
- Publish the AKR Program Newsletter

### QUALIFICATIONS

- Ability to take initiative, employ good judgment, and manage projects from beginning to end
- Strong communication skills
- Exceptional ability to manage details
- Ability to multitask
- Ability to meet deadlines and to anticipate next steps or needs
- Work effectively both independently and as part of a team
- Be available approximately four hours a week
- Currently enrolled in a bachelor's degree program (or hold a bachelor's degree) or equivalent work experience

### BENEFITS

- Résumé-building experience in program management and evaluation and aspects of community relations

- Opportunity to learn about the work of nonprofits and their impact on communities
- Opportunity to build your network
- Class credit and/or internship credit (if applicable)

#### REFERENCES

References should speak to the applicant's ability to work with a team, integrity, professionalism, responsibility, and flexibility.

INTERNSHIP DATES (applicants may apply for fall, spring, and/or summer)

FALL: September 2020 through December 2020 (deadline to apply August 30<sup>th</sup>)

SPRING: January 2021 through May 2021 (deadline to apply December 4<sup>th</sup>)

SUMMER: May 2021 through July 2021 (deadline to apply April 30<sup>th</sup>)

#### TO APPLY

Submit your resumé, including contact information for two references to the AKR Program Team at [info@arkidsread.org](mailto:info@arkidsread.org).

Learn more about our program by visiting [www.arkidsread.org](http://www.arkidsread.org).