



PROGRAM INTERN
(In School)
Job Description

BASIC FUNCTION

The Program Intern is responsible for assisting AR Kids Read's (AKR) Program Director with the overall implementation and management of programming needs for the Ambassador Program, AKR Program Newsletter and In School tutoring program. This work involves serving as a reading tutor 1x weekly, coordinating with stakeholders to implement the Ambassador Program (High School, Elementary, College) and assessing the program's impact on students' development of a love for reading.

REPORTING RELATIONSHIP

The intern will report to the Program Director

POTENTIAL PRIMARY DUTIES & RESPONSIBILITIES INCLUDE

- Participate in all AKR's Ambassador trainings/meetings (some evenings and weekends required)
- Assist with planning and implementation of Ambassador program
- Serve as a College Ambassador/Mentor
- Serve as a reading tutor
- Visit collaborator schools and/or other community partners
- Manage the AKR Ambassador Program
- Assist with assessment data collection and entry
- Assist with events and Ambassador recruitment needs
- 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)

SUMMER: May 2021 through July 2021 (deadline to apply April 30th)

FALL: September 2020 through December 2020 (deadline to apply August 30th)

SPRING: January 2021 through May 2021 (deadline to apply December 4th)

TO APPLY

Submit your résumé, including contact information for two references to the AKR Program Team at info@arkidsread.org.

Learn more about our program by visiting www.arkidsread.org.