



SPRING 2022 PROGRAM INTERN – FULLY REMOTE Job Description

BASIC FUNCTION

The Program Intern is responsible for assisting AR Kids Read's (AKR) Virtual Program Team with the overall implementation and management of programming. This work involves coordinating with approximately 150 stakeholders to implement a community-based tutoring model and assessing the organization's impact on students' reading. The primary job for the Spring 2022 Intern will be to serve as moderator and communication support for virtual tutoring sessions.

REPORTING RELATIONSHIP

The intern will report to the Program Fellow and Program Director.

POTENTIAL PRIMARY DUTIES & RESPONSIBILITIES INCLUDE

- Fully remote; intern can be located anywhere in Arkansas
- Commitment of 5 hours per week for the 10-week session
- Co-moderate AKR virtual tutoring sessions
- Participate in AKR's tutor training as needed
- Serve as a virtual reading tutor, as needed
- Assist with tutor-student matching and BookNook account set up
- Coordinate substitute and cancellation management
- Assist with publishing the AKR Program Newsletter

QUALIFICATIONS

- Ability to take initiative, employ good judgment, and manage projects from beginning to end
- Strong communication and technology skills
- Ability to multitask and manage details
- Ability to meet deadlines and to anticipate next steps or needs
- Work effectively both independently and as part of a team
- Be available approximately five hours a week
- Currently enrolled in a bachelor's degree program (or hold a bachelor's degree) or equivalent work experience
- Must have access to stable internet connection and be able to utilize personal phone, computer and basic equipment (headphones, microphone, etc.) needed to host virtual tutoring

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)
- Stipend ranging from \$450 to be paid in full upon completion of Spring 2022 program

INTERNSHIP DATES

January 10, 2022 through March 18, 2022

TO APPLY

Email resume and letter of interest to info@arkidsread.org by Friday, December 3, 2021.