



DC School Reform Now Job Description—Fall Intern

DC School Reform Now (DCSRN) seeks outstanding applicants for the position of Fall Intern. The intern's job will be to support the efforts of the Director of Programs and Communications, the Director of Development, and the Database Manager. The intern will have the opportunity to learn about and experience contributing to multiple aspects of a small, start-up non-profit organization and the opportunity to participate in multiple large projects. The internship is unpaid.

About DC School Reform Now

DCSRN is educating, organizing and advocating to build support for public education strategies that prepare kids to become college and career ready. The organization believes that public schools in DC can and should become the best in the nation and every student in DC should have a high quality school, principal and teacher.

DCSRN's flagship program is the High Quality Schools Campaign, which supports families as they navigate the common lottery application process. The HQSC informs parents about the characteristics of high quality schools and helps parents identify and pursue quality education options for their children. The type of support provided varies for each family. DCSRN's services include support from a parent advocate, parent-focused materials, virtual school tours, out-of-boundary and public charter application support, school enrollment support and persistence support (maintaining enrollment).

Responsibilities

Communications

- Maintain and constantly update the DCSRN website using the Drupal platform.
- Track and analyze website analytics to help inform website strategy.
- Help manage Facebook, Twitter, Instagram, and YouTube accounts.
- Track and analyze social media analytics to help inform social media strategy.
- Create and maintain Twitter lists.
- Support development of graphics to be used in social media campaigns.
- Look for opportunities to advertise and promote DCSRN's work and brand.
- Track media hits.

Project Management

- Help organize logistics for the production of virtual school tours.
- Complete database tasks in Salesforce as assigned by Database Manager



- Call previous HQSC participant families to determine their child's current enrollment status.

Outreach

- Meet with partner organizations and schools with Director of Programs and Communications
- Attend High Quality Schools Campaign (HQSC) partner school and community events.

Development

- Research funding prospects.
- Attend grant proposal and letter of inquiry read-throughs, assist with basic editing of proposals.

Education and Experience

- Currently pursuing a bachelor's or master's degree.
- Experience working with diverse communities and/or children and youth.

Knowledge, Skills, and Abilities

- Understanding of the national and local achievement gap.
- Passion for education reform and youth.
- Desire to grow in the communications, outreach, development and/or nonprofit fields while also positively impacting youth and the DC community.
- Strong writing and editing skills.
- Familiarity and comfort with online communications and social media.
- Positive, "can-do" attitude.
- Team player.
- Organized.
- Detail-oriented.
- Ability to communicate with diverse groups of people.
- Proficiency in Spanish a plus.

Contact and Directions

Please send a cover letter and resume to [hiring@dcschoolreform.org](mailto: hiring@dcschoolreform.org) as one complete document with "Intern Candidate Application" in the subject line. *Please save documents clearly* listing your first name, last name and type of document (resume, cover letter, references, etc.). To learn more, visit our website at: www.dcschoolreform.org or follow us on Twitter @dcschoolreform. Note: This is an unpaid internship.