



DC School Reform Now Job Description—Spring Intern

DC School Reform Now (DCSRN) seeks outstanding applicants for the position of Spring Intern. The internship is unpaid. The intern's job will be to support the efforts of the Director of Programs and Communications and other program staff. 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.

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. We believe 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.

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.
- Search for opportunities for DCSRN to be a part of the larger education reform conversation in DC and nationally.
- Look for opportunities to advertise and promote DCSRN's work and brand.
- Track media hits.
- Proof and edit external documents and press releases.

Project Management

- Help organize logistics for the production of virtual school tours.
- Complete database tasks in Salesforce as assigned
- Complete selected research tasks

Outreach

- Meet with partner organizations and schools with Director of Programs and Communications and



Executive Director.

- Attend High Quality Schools Campaign (HQSC) partner school and community events.

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 hire@dc-school-reform.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.