



## 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.

### **About DC School Reform Now**

DCSRN was founded in 2008 to support new education reforms in the changing climate of public education in the District. The organization took a new direction beginning in August of 2010 with the hiring of Executive Director David Pickens. Pickens and DCSRN focus on seizing the opportunity to collaborate with the DC community at large to ensure the highest quality of public education for all students in DC.

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, and Vimeo 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 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 and Executive Director.
- 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 [hire@dc-schoolreform.org](mailto:hire@dc-schoolreform.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](http://www.dcschoolreform.org) or follow us on Twitter @dcschoolreform. Note: This is an unpaid internship.