

Title: Intern

Department: Student Rights and Responsibilities

Reports To: Director of Student Leadership

Job Summary

This is a part-time position that offers a hands-on learning experience for a dedicated high school student that is interested in education field. We are seeking an energetic, responsible intern to join our team. In this position, you will be expected to learn the ins-and-outs of our daily routines and procedures. You will focus on learning how our organization runs, and can be expected to gain valuable insight that can further your interest in the education field. In addition to office duties, you will have the opportunity to meet district and city leaders.

Essential Functions

- Assist in preparing information and research materials.
- Take notes during meetings.
- Create PowerPoint presentations.
- Works on projects.
- Perform other duties as assigned by Director

Qualifications

- School District of Philadelphia High school student.
- Strong interest in youth leadership/empowerment, education, and policy.
- Creative.
- Experience in student leadership at your school.
- Works well on a team.
- Strong written/verbal communication.
- Proficient in Microsoft Word and Excel.
- Ability to maintain confidentiality.

Student Benefits

- Excellent opportunity to work with multi-faceted projects.
- Learn about a variety of functions within the related department.
- Learn to write a variety of detailed documents within the related documents.
- Letters of recommendation provided upon successful completion of the internship.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

To apply, please email your resume to Tyler Wims (twims@philasd.org).