

Summer Intern - Student Achievement Partners (SAP) Literacy Team

Washington, DC

Paid, full-time position; \$20/hr

Duration: 3 months

SAP is seeking a paid, full-time, summer intern to support the Literacy Team. This position is based in Washington, DC and is **available immediately**. This position is ideal for recent college graduates, 1st year teachers on summer break, or current graduate students.

Who We Are

SAP is a national nonprofit organization founded by three of the lead authors of the Common Core State Standards. We believe the Common Core State Standards represent a once in a lifetime opportunity to help students of all backgrounds graduate ready for college and careers. We support teachers, schools, districts, and states with successful Common Core implementation by providing professional development, expert advice, and a website of free resources for educators, achievethecore.org.

Specific Job Responsibilities

- **Logistical support** – Scheduling, preparation for conferences, processing expenses, and organizing travel for senior team members

Some expenses-paid travel may be required to attend conferences, trainings, and meetings.

- **Web publishing** – Proofreading curricular and research documents, applying branding, organizing and formatting documents, and working within the online content management system (CMS) to build webpages for resources

No prior, technical or web experience is necessary to perform these duties and paid training is provided for all web publishing work.

- **Supporting the Literacy Team** – Reading, writing, editing, and research tasks, as needed, and based on demonstrated competence in such areas
- **Growth and learning** – Our team is dynamic and growing and we value and provide growth opportunities to individuals who are eager and self-motivated in learning about our work, literacy instruction, and education.

Who We Want

We enthusiastically welcome candidates from **diverse backgrounds** who are inspired by our mission to serve all students. We are looking for candidates who are:

- **Hard-working** – Candidates should be willing to eagerly undertake any task required, operate on tight timelines, and dependably produce high-quality work in a wide variety of contexts.
- **Organized** – This position requires an exceptional multi-tasker, who can keep track of multiple responsibilities, structure tasks into logical steps, and be able to handle logistics efficiently and effectively.
- **Detail-oriented** – Candidates must be able to follow complex instructions to the “t”, particularly in branding of documents for web-publishing; when proofreading strong candidates will catch mistakes others would miss.
- **Interested in education and literacy instruction** – We are a mission-driven organization and individuals motivated by this mission will feel at home; though previous education experience is not expected, the position will require ongoing learning about the Common Core and literacy instruction.

Qualifications

- **Strong academic record** (required)
- **High-level proficiency with MS Word** (required)
- **Moderate proficiency with MS Excel and Powerpoint** (required)
- **Strong personal recommendations** (required) - recommendations should address the skills above based on academic experience, or previous internships or employment
- **Bachelor’s degree** (preferred) - exceptional candidates still enrolled as undergraduates may be considered.
- **Demonstrated interest in education or social justice** (preferred)

What We Offer

- **Experience working with top education experts** at a nationally prominent nonprofit organization.
- **Competitive compensation:** \$20/hr, with an expectation of ~40 hrs/wk
- **Potential expenses-paid travel:** to conferences, trainings, and team meetings
- **The possibility of long-term employment:** SAP is hiring for full-time entry level positions; this internship is an excellent opportunity to demonstrate qualification for such positions.

To Apply

- Interested candidates should send a resume and cover letter to skulkarni@studentsachieve.net.
- Resume and cover letter should be in PDF format and should include the subject line: “Literacy Team Summer Intern – Washington DC.”
- In your cover letter please provide specific evidence of the traits described above.

Learn More

- To better acquaint yourself with our organization and its work please explore our website www.achievethecore.org and visit the “About Us” section.