School Description: PAVE Charter Schools is a non-profit charter school management organization that starts and runs schools that prepare Kindergarten - 8th grade students to thrive in competitive high schools and four-year colleges. PAVE provides its students with a rigorous academic program and a school community built on the core values of Perseverance, Achievement, Vibrance and Excellent character. PAVE opened its flagship charter school, PAVE Academy, in Brooklyn, NY in August 2008 with approximately 88 Kindergarten and 1st grade students and will reach full K-8 capacity in 2015 with 500 students. In 2013 - 2014, PAVE Academy serves 360 students in Kindergarten - 6th grade. In addition to its developed work in Brooklyn, PAVE Charter Schools has submitted a charter application to replicate its model in a K-8 non-profit school in an underserved neighborhood of Raleigh, NC. If approved, PAVE Southeast Raleigh Charter School would open in August 2015 to 100 K-1 students.

Position Summary: PAVE seeks a summer intern who is able to excel in a fast-paced school environment and multi-task a variety of responsibilities that will help further the operational and programmatic mission of the school. The Intern will report to the school’s Director of Development and Talent.

Responsibilities

• Embody, advocate and operationalize the mission, vision, and strategic direction of PAVE
• Create and sustain a positive and highly structured school culture of high academic and behavioral expectations
• Work with the school’s operations and instructional team to obtain, purchase, and organize resources
• Establish filing systems that will be used to organize student assessments and work with teachers and school leadership to begin implementing the collection and distribution of related documents
• Create spreadsheets that help track and analyze student assessment results
• Scan and upload curriculum documents to the school’s new online curriculum website, Better Lesson
• Organize and label reading libraries with teacher support
• Work with the Director of Development and Talent to maintain the school’s fundraising records
• Organize donor contact information and assist in donor communications and events
• Help maintain financial information and documents, as needed
• Help move classroom furniture and materials during the school’s summer transition
• Help supervise lunch, recess, after-school programs and other school-wide operations
• Participate in events outside of the operational school day, as needed
• Perform other duties as assigned by the Director of Development and Talent, Instructional Coach, Principal, and Chief Operating and Financial Officer

Qualifications and Experience

• Strong commitment to PAVE’s mission and vision and organizational success
• Relentless work ethic
• Demonstrated ability to be open to feedback, assume and embrace personal responsibility and the desire to grow as a leader
• Strategic, solutions-oriented thinker with the ability to overcome organizational challenges—regardless of the obstacles or how long the job takes
• Demonstrated ability to prioritize, multi-task and lead by example
• Highly energetic, highly motivated individual with entrepreneurial spirit
• Strong initiative and a can do attitude
• Technological proficiency with: Microsoft Office (with a strong emphasis on Excel and Word), internet navigation and searching, and Apple products
• Superior organization, logic, writing, and math skills
• High school degree and college experience

To apply, please email your resume and cover letter to Ali Donovan (adonovan@paveacademy.org)