Program Development Intern

Purpose of Organization/Mission:
The Education Elevators Foundation is partnering with The Education Alliance, West Virginia's premier statewide, nonprofit research and K-12 public education fund, to develop a mentoring approach that will have a positive impact on the lives of West Virginia’s most vulnerable children, particularly at the elementary school level. The Education Alliance and the Education Elevators Foundation are seeking two interns to further codify the Education Elevators program and disseminate it to businesses and schools throughout West Virginia.

Partnerships between businesses and schools are one of the most effective ways to help solve the education crises facing West Virginia communities. The Education Elevators Foundation is a non-profit organization that pairs business professionals with at-risk youth in elementary schools for one-on-one mentoring. The mission of the Education Elevators Foundation is to “elevate” the abilities and aspirations of students.

Job Title or Position:
Program Development Intern

Responsibilities:
The Program Development (PD) Intern will be responsible for helping develop the Education Elevators program module using materials about the program and incorporating additional activities that foster the 5 C’s of positive youth development--(Competence, Confidence, Character, Caring and Connection). The PD Intern will then pilot test the activities by implementing them with at-risk students at Piedmont Elementary School, a local elementary school located within walking distance from the Education Alliance. The PD intern will work with the Partners in Education Outreach Intern to create a program implementation manual for schools and businesses. Finally, time permitting; the PI intern will be responsible for researching methods and creating a model to evaluate the effectiveness of the Education Elevators program.

Qualifications:
The Intern must be passionate about children and education. Intern must have excellent research and writing skills, be well-organized and detail oriented. Intern must have the ability to connect with children from a variety social economic backgrounds. Some prior experience in mentoring or youth development is preferred, but not required.
The Intern must complete and pass a background check before commencing the internship.

**Working Conditions:**
The Intern will be expected to work 7.5 hours per day. The Education Alliance has a flexible work schedule. The work day begins anytime from 8 am to 9 am and concludes no later than 5:30 pm, with one hour for lunch each day. Dress is business casual - no jeans, shorts or flip flops. The Education Alliance will provide a computer, internet access, a printer and workspace.

While the majority of the Intern’s time will be spent at The Education Alliance, the PD Intern but will also spend time at Piedmont Elementary, a local inner-city elementary school in Charleston, West Virginia. Piedmont is within walking distance from The Education Alliance, however, having a car would be helpful.

**Supervision:**
The PD Intern will be under the immediate supervision of The Education Alliance’s President and CEO, or their designee. The President and CEO or their designee, will also be responsible for completing conducting a performance evaluation with the Intern.

**Preparation:**
The PD Intern can prepare for the position by speaking with the Director of the *Education Elevators Program*, Allison McJunkin (email: Allison@mcjunkinlaw.com or phone: 303-390-0189), by researching best practices for effective mentoring programs and by becoming familiar with the 5 C’s of positive youth development. Intern should also become familiar with best practices for business and school partnerships. Specific materials for review will be provided prior to the commencement of the internship.