

**Internship Position Description**

|  |  |
| --- | --- |
| **Volunteer Title:** Education Program Support  | **Job classification:** Internship |
| **Reports to:** Education Manager |  |

**Position Responsibilities:**

* Work with Program Manager on day-to-day administrative tasks
* Compose and send emails
* Create and modify excel spreadsheets and files on a daily or weekly basis
* Assist with the creation of Google forms or other survey tools
* Collaborate with other departments to help create interdepartmental tools and policies
* Work with peers to create support program tools and establish guides for future use

**Desired Qualifications**

Should be proficient or willing to be trained in using:

* Microsoft Office Suite (Word, Excel, and PowerPoint)
* Google Classroom and G Suite
* Copier and Scanner use
* Projector use
* Fax Machine use
* Internal telephone system use
* Online Learning Management Systems (LMS)
* Internal and online database systems



**Internship Position Description**

|  |  |
| --- | --- |
| **Volunteer Title:** Media Development Specialist  | **Job classification:** Internship |
| **Reports to:** Education Manager |  |

**Position Responsibilities:**

* Help teachers to create media and/or education tools for distribution to students
* Assist and mentor with use of Google applications for instruction

**Desired Qualifications**

Should be proficient or willing to be trained in using:

* Microsoft Office Suite (Word, Excel, and PowerPoint)
* Google Classroom and G Suite
* Copier and Scanner use
* Projector use
* Fax Machine use
* Internal telephone system use
* Online Learning Management Systems (LMS)
* Internal and online database systems