



## Programs Intern

**Note:** *Effective Friday, March 13, all TFS employees are to work remotely and are encouraged to do so until further notice. We will provide updates on the timeframe as we continue to follow guidance from the national Center for Disease Control, the DC Department of Health, DC Public Schools, the Deputy Mayor for Education, and other sources regarding virtual, in-person, or hybrid regular school and afterschool programming. Please note that our office will remain closed and advanced notice is required to pick up any equipment or resources to work remotely.*

**Position:** Programs Intern

**Status:** Internship, Unpaid

**Reports to:** Program Manager

**Hours:** 30-35 Flexible Hours Per Week

**About The Fishing School:** The Fishing School prepares elementary and middle school youth for success in high school and life by improving their academic performance and life skills, and by engaging them and their parents in intensive, multi-year, research-based programs and activities. TFS provides year-round academic-focused out of school time programs for over 400 students each year.

**Purpose:** The Fishing School (TFS) offers a number of valuable learning experiences for our interns. Joining the TFS team as an intern gives you an opportunity to play a significant role in the work required to launch our programming and to ensure its effectiveness for our students. As one of our Programs Interns, you will have the unique opportunity to assist in the day-to-day administrative aspects of program management as well as in the implementation of these efforts.

### Key Responsibilities:

- Parent engagement: identification of resources, development of engagement opportunities, and supporting parent advisory committees.
- Curriculum: development of new content across all core curriculum components to include clubs, special activities, and events.
- Securing free resources and partnerships to enhance programming.
- Administrative support: supporting the management of documentation to include filing, scanning, and sorting. Supporting the development and dissemination of programs documents and correspondences.
- Programs support: facilitation of special curriculum or activities or use of a special skill in program with students.

### Basic Requirements:

- Strong data entry and research skills
- Ability to remain task oriented and focused for prolonged periods of time
- Strong verbal and written communication skills
- Passion and desire to work in youth development field

- Background and/or experience working in an office setting
- Meticulous attention to detail and copy editing
- Interns should support the mission, values, and goals of The Fishing School. Our mission is to prepare elementary and middle school youth for success in high school and life by improving their academic performance and life skills; and engaging them and their parents in intensive, multi-year, and research-based out-of-school time and parental engagement programs and activities.

**How To Apply:** To apply for the position, please send a cover letter detailing your interest, your resume and two writing samples to [jobs@fishingschool.org](mailto:jobs@fishingschool.org). The Fishing School will not consider incomplete application packets.

**No phone calls please.**