Position Announcement

Posted: Friday, March 25, 2016

Community Organizer: Intern, Reaching Higher NH

Reaching Higher NH (RHNH) is seeking two (2) part time interns to help organize 12 successful parent/community groups across the state. RHNH is a new Concord-based nonprofit with a strategic focus on fostering support for high standards in our public schools, giving all New Hampshire children the opportunity to prepare for college, for immediate careers and for the challenges and opportunities of life in 21st Century NH. Founded in 2015 and already a respected force in NH’s public education policy landscape, RHNH is now building our staff and base – and we are looking for an intern to assist in advancing the effort.

Application and Hiring Timeline:

Applicants are strongly encouraged to apply as soon as possible. Start date – immediate. Application details are listed below.

Community Organizer-Intern Responsibilities:

The core responsibilities of this part time position will include organizing parents, PTO's, teachers and community members across the state to assist in building out our teams and infrastructure. Accordingly, the Community Organizer Intern will:

- Assist in the development and planning of events and meetings – agendas, logistics, registration, marketing.
- Assist in the development of planning documents emanating from community process.
- Take detailed notes at meetings and produce clear final notes for dissemination with quick turn-around.
- Assist in the development and implementation of Parent Groups and other community organizing initiatives.
- Research reports and data that support the learning and deliberations of network partners.
- Provide general support to staff, partners and facilitators at meetings.

Qualifications:

- Interest in education issues, community organizing and public policy.
· Must be a self starter.

· Ability to work independently, as well as under supervision.

· Strong computer proficiency, including Microsoft Word and Excel.

· Experience with social media such as Facebook, Eventbright, and Twitter.

· Exceptional writing and communication skills.

· An overall startup mentality – flexibility, adaptability, commitment and energy – and enthusiasm for working as part of a close, dedicated team.

Additional Requirements:

Must have a vehicle and valid drivers license.

Salary and Exempt Status:

This is an unpaid part-time internship position. Mileage will be reimbursed.

Application Details:

Interested applicants should submit all of the following materials to Sarah Aiken, Director of Community Engagement, Reaching Higher NH via sarah@reachinghighernh.org cover letter, resume, and writing sample (1-3 pages). References will be requested after interview.

Sarah

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Sarah Aiken
Director of Community Engagement, Reaching Higher NH
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