



Generation Citizen Site Program Intern

Company & Internship Locations: Oklahoma City, OK

Application Deadline: May 26, 2017

Position: 10-20 hours/week, summer; stipend provided

Generation Citizen (GC) is an innovative, quickly scaling non-profit that seeks to strengthen our nation's democracy by empowering young people to become engaged and effective citizens. To achieve this vision, GC works to ensure that every student in the US receives an effective action civics education. We do this by directly engaging schools in action civics while simultaneously building the demand for the concept across the country.

GC is seeking a driven, organized, and enthusiastic individual to support local program efforts. The Program Intern will work closely with the Program Manager and Program Associates for a minimum of 10 hours per week to strengthen local systems, resources, and partnerships to support student learning. This is an excellent opportunity for an individual with a strong interest in a nonprofit career to gain perspective on the inner-workings of nonprofit organizations and valuable skills spanning marketing, event planning, database management, development, evaluation, and program oversight.

Responsibilities

- Research potential partner schools and update school outreach materials
- Research common student project topics and update GC's database of bill, articles, videos, and organizations to offer classes in the course of their own research
- Continue development of our internal website with new content for teachers and volunteers
- Assist in preparing workshops and materials for volunteer and teacher trainings
- Support event planning as needed
- Support data collection and information management

Qualifications

- Exceptional written communication and research skills
- Prior experience with organization a plus, but not required
- The ability to work well independently in a fast-paced environment
- Strong interest in non-profit work and civics education

Compensation

- Receive a travel and work stipend (students who are eligible may be able to utilize this position for work-study funds)
- Gain unique insight into the inner workings of a successful non-profit
- Build marketable professional skills
- Access GC's expansive network of partners and supporters in the nonprofit, government, and education spheres
- Receive professional mentorship from GC's local and/or national staff

Qualified candidates should send a resume and a thoughtful cover letter to Amy Curran at acurran@GenerationCitizen.org . Please include "Site Program Intern" in your email subject line. No telephone inquiries please. Generation Citizen is an Equal Employment Opportunity Employer.