



# Internship Job Description

## Education Intern

**Position Description:** The Education Intern for B. Lane and Associates will gain familiarity with the internal and external operations of the organization's education and community engagement programs, from content research for projects still in development all the way to performance day.

**Reports to:** President and CEO, Brittani Lane-White

- **Dates:**
  - Summer Semester option is August - September
  - Fall Semester option is October - November
  - Spring Semester option is January - February
- **Hours:**
  - Flexible hours, but may require some nights and weekends

## Position Duties and Responsibilities/Projects

**Duties include:**

- Researching academic and educational content to support organizational goals
- Various administrative roles including content creation, website updates, and applications
- Supporting development of relationships with schools, community venues such as libraries and early childhood centers, using targeted advertising for programs
- Facilitating set up and breakdown of virtual events, working hands-on with associate businesses and partners
- Opportunities available to independently design interactive, hands-on activities to occur during events

**Previous experience/skills required:**

- Must have a driver's license and their own vehicle
- Excellent computer skills
- Excellent written communications skills
- Creative problem-solving skills
- Desire to work with young children
- Desire to have fun with projects!

**Education (recommended)**

- Currently pursuing or holds a degree in administration, education, or marketing

To apply, email Brittani Lane White at [contactbrittanilane@gmail.com](mailto:contactbrittanilane@gmail.com) with a cover letter and resume.