

## **Educational Development Intern**

### **Summer Internship in Menlo Park**

#### **LifeMoves**

**Position Title:** Educational Development Intern

**Main Office Location:** LifeMoves Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

**Time Commitment:**

- 10 weeks: June 12<sup>th</sup> – August 18<sup>th</sup>
  - Full Time (40 hours/week)

**Position Details:**

The Achieving Career and Educational Success ([ACES](#)) Program, grounded in STEM (Science Technology Engineering Math) subjects, encourages students in grades K-12 to reach for higher education and post-secondary training through introductions to educational and career opportunities. The LifeMoves Educational Development Intern will be deeply involved in the inner workings of the ACES Program and Summer Adventure Camp and will assist with creating, preparing and implementing ACES curriculum throughout LifeMoves. The Educational Development Intern will be responsible for planning, organizing, and tracking the success of ACES and Summer Adventure Camp group activities and problem solving process roadblocks on a daily basis.

**Potential Projects Include:**

- Assist with logistical and strategic decision-making
- Collect qualitative and quantitative data for measuring ACES Program success
- Update shared calendar system across all family sites
- Plan, organize, and facilitate ACES and Summer Adventure Camp workshops and trips for grades K-8 and/or 9-12
- Develop and implement college preparation and high school success classroom lessons for ACES Teen groups
- Organize College/Career Corners
- Create ACES Summer Internship Program for Teens, Agency-wide
- Provide operational support to Child Services Coordinators and other shelter staff
- Support development and implementation of new ACES initiatives
- Apply for and obtain SAT/ACT and College Application fee waivers
- Assist with other related clerical duties such as photocopying, faxing, filing, and collating

**Position Requirements/Preferred Skills:**

- HS Diploma and some college
- Profound attention to detail
- Very strong ability to plan and organize
- Positive attitude and diligent work ethic, highly proactive
- Ability to work with many people and teams across the agency
- Desire to learn, and make a difference for children and parents in LifeMoves' programs
- Spanish-speaking skills are a plus, but not required
- Access to a car is preferred

**Learning Outcomes:**

- Hands-on engagement with program processes for one of the largest and most effective nonprofit agencies serving homeless populations in the SF Bay Area
- Insight into strategic decisions regarding LifeMoves programs, operations, volunteers, and client population
- Career development opportunities, including networking with LifeMoves staff, donors, volunteers, and partner agencies

**Compensation:** Unpaid

**Supervisor:** Lisa Brasile, Program Director, ACES