



Job Title: Education Program Assistant Intern

Reports to: Chief Executive Officer

of Openings: 1

of hours per week: 15-20

Period of Performance: 3-6 months

Pay Rate: 15.20 per hour

Location: District of Columbia Hybrid

Background

The Center for Innovation, Research, and Transformation in Education (CIRTE), a company focused on capacity building for organizations in the education and workforce development spaces is looking for a program assistant intern. The CIRTE partners with cities, school systems, public agencies, and organizations to build customizable and innovative solutions and products that will produce life-changing results.

Summary

The Education Program Assistant Intern opportunity provides space for creativity, innovation, and next generation thinking as a part of team of experts in project management, education policy, and school improvement. The incumbent will have the opportunity to lead portions of work with both internal and external stakeholders in the area of English Language Acquisition.

The Education Program Assistant Intern will:

- Provide program support to the CEO in coordination of an English Language Acquisition project with a DMV area state education agency by managing program update meetings, scheduling check-in with other team members, and providing follow communication.
- Assist with writing reports, papers and reviews including progress updates and final report.
- Develop and utilize a framework to collect data overtime to be included in final project report to be shared with client.
- Assist with hiring, onboarding and communication with other consultants who will provide intermediate assistance with project.
- Prepare PowerPoint presentations, memos, and other content to inform the work of the team.
- Create and manage electronic repository ensuring full accountability for all deliverables
- Attend select virtual meetings with organizational partners.

Qualifications:

- Current graduate student pursuing a master's degree or Ph.D in an education- or policy-related field.
- Availability to work a minimum of 10 hours per week
- Strong written and oral communication skills
- Strong critical thinking and problem-solving skills.
- Some prior experience with K-12 schooling, professional development, and/or English Language Acquisition, preferred.



- A keen interest in education policy, school improvement, education research and commitment work in an equity-minded organization.
- Excellent organizational and follow-through skills and attention to detail.
- Ability to work both independently and collaboratively with a dynamic group of partners and consultants.
- Ability to work from home.
- Strong computer skills, including proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook).

This is a paid internship at an hourly rate of \$15.20. As the CIRTE expands its work, there may be opportunities to transition the internship to positions at greater capacity. The CIRTE strives to create an inclusive environment that welcomes and values the diversity of our staff. We foster fairness, equity, and inclusion to create a workplace environment where everyone is treated with respect and dignity.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact us to discuss your application.