



ONE SCHOOLHOUSE
partners in innovation

Summer Intern

Are you looking for an internship where you can gain first-hand experience at a growing non-profit organization? An internship at One Schoolhouse might be just the thing for you!

One Schoolhouse is a supplemental educational organization that partners with independent schools to deliver innovative courses and programs for students and adult learners. The Summer Intern will play a vital role in day-to-day operations, learn about the rapidly growing field of online education, and gain valuable professional experience in a fun and fast-paced environment.

This is an ideal role for an ambitious and enthusiastic person who is interested in pursuing a career in a non-profit organization, event planning, communications or education. The Intern will contribute to mission-critical work, learn from experts in the field, and interact with consortium constituents. The Intern will gain valuable experience and be able to employ their skills to: organize and grow a membership database; develop an expanded, strategic social media presence across multiple platforms; assist in the planning and promoting of in-person events; and design and implement their knowledge and expertise on project to benefit the mission of the School. The Intern will work in an office setting with the Director of Operations and the Head of School/Chief Executive Officer.

Responsibilities *(included but not limited to)*

- Manage, maintain and grow membership database
- Conceptualize, develop and implement social media and other targeted marketing materials
- Support in the planning and promoting process for future in-person events
- Assist with administrative duties as assigned
- Support quality control for the course design process
- Create and implement a project to benefit the mission of the School

Qualifications

- Excellent written and oral communication skills
- Efficiency with Microsoft Office
- Ability to prioritize, multi-task and meet deadlines
- Responsible, detail-oriented, team-player

Compensation Package

Salary: \$14.25/hour

Benefits: This position is not eligible for benefits.

One Schoolhouse is also happy to provide support and documentation for students earning credit for this internship.

Apply

Interested and qualified candidates should submit a cover letter and resume at:

<https://form.jotform.com/bradrathgeber/OSinternship2019>

ONE SCHOOLHOUSE

1342 Florida Ave NW, Washington D.C. 20009

www.oneschoolhouse.org



About One Schoolhouse

One Schoolhouse is a 501(c)3, non-profit organization that aims to empower learning and to transform education. The organization does this through an innovative online learning program and by providing high-quality professional resources (including online professional development courses). As of March 2019, One Schoolhouse has one hundred and nineteen consortium schools across North America, and more than five-hundred schools worldwide took part in One Schoolhouse student and PD programs in the last academic year. Please visit <http://www.oneschoolhouse.org/> for more information about the organization.

The One Schoolhouse team is positive, forward-looking, fun-loving, and supportive. We are looking for candidates who will add to an exceptionally good work environment. Those who tend to see opportunities before problems, who take initiative and embrace creativity, and who are able to laugh at themselves will find success in this working environment.

Non-Discrimination Policy

One Schoolhouse does not discriminate on the basis of race, sex, color, pregnancy, religion, creed, ethnic or national origin, gender identification, citizenship status, physical or mental disability, age, marital status, sexual orientation, genetic predisposition, domestic violence victim status, military status or status as a disabled veteran or as a veteran of the Vietnam era or any other protected category under applicable local, state or federal law.

Travel & Physical Requirements

The Intern should be able to sit for long periods of time at a desk. There are no travel requirements for this position.

Location

Central office in Washington, DC. – 1342 Florida Ave, NW, Washington DC 20009

Qualifications

Applicants should be proficient in computing skills (MS Word, Excel, etc.), have excellent written and oral communication skills, and have a positive attitude and an earnest interest in building relationships and providing good customer service to our members and partners. Applicants should also be able to manage time effectively and have strong organizational skills.

Status

Non-exempt, part-time, summer internship; 20-40 hours per week (negotiable); 8 weeks in the summer.

Contact Information

Jasper McElrath
Director of Operations
info@oneschoolhouse.org
No phone calls please

