



# EMPOWER THE FUTURE.

WORK READINESS | ENTREPRENEURSHIP | FINANCIAL LITERACY

## Education & Outreach Internship Position

Junior Achievement of Central Maryland (JA) is dedicated to inspiring and preparing young people to own their economic success, plan for the future, and make smart academic and economic choices. Through a dedicated volunteer network, JA provides in-school and after-school programs for kindergarten through 12th grade students that focus on work readiness, entrepreneurship and financial literacy. Founded in 1957, the non-profit organization annually serves more than 47,000 students throughout Central Maryland, with an emphasis on high-need communities throughout the region.

---

<b>POSITION TITLE:</b>	Intern
<b>DEPARTMENT:</b>	Education and Outreach
<b>REPORTS TO:</b>	VP, Operations

---

### INTERNSHIP CONCEPT:

This position is a great resume-building opportunity to support a respected and growing organization's program outreach team. As an intern, you will assist with program evaluation and data management, as well as program preparation and implementation. This role provides a beneficial environment for networking with educators, administrators, business leaders and community volunteers.

### PRIMARY RESPONSIBILITIES:

1. Inputs and analyzes statistical data from evaluation instruments to determine the effectiveness of JA programs.
2. Compiles curriculum materials for elementary and secondary programming.
3. Supports volunteer/educator training and program implementation.
4. Provides occasional operational and administrative support during meetings and special events.
5. Provides occasional office administration support, as well as marketing support of social media efforts with focus on program/event coverage.

### REQUIREMENTS:

- Proficient in MS Office Suite
- Strong written and verbal communication skills, well-developed research skills and ability to multi-task
- Ability to learn new programs quickly
- Strong organizational skills
- Detailed oriented and dependable
- Ability to work some evenings when necessary

### HOURS & STIPEND:

- 8-16 hours per week, preferably split over multiple days
- Stipend ranging from \$250-500 based on hours worked and performance

Applicants should submit their resume and cover letter to Stefanie Freeburger at [sfreeburger@jamaryland.org](mailto:sfreeburger@jamaryland.org).