



Public School Forum of North Carolina

Development & Communications Internship

The Public School Forum of North Carolina is seeking an undergraduate intern for Spring 2020 to support Forum policy and program staff in development, writing and communications in the nonprofit setting.

Primary responsibilities will include:

- Working closely with the Forum team to develop a social media/communications plan and management of social media platforms such as Twitter and Facebook.
- Supporting the communication and promotion of Forum events and programs as needed.
- The opportunity to conduct an independent project under the supervision of Ashley Kazouh, Policy Analyst. The project will be selected by the supervisor and the intern at the beginning of the internship, and will reflect both the Forum's priorities and the intern's interests.
- Work with the Director of Development on grant writing efforts, database management and event support.
- Other assignments as given by the Forum policy and program staff.

Qualifications:

Applicants must be enrolled in an undergraduate program. Strong applicants will have an interest in communications or nonprofit work and will be eager to learn about education issues in North Carolina. Applicants must have strong writing and communication skills.

Requirements:

This internship is unpaid, but we are happy to work with interns seeking course credit. The internship will run from January to April 2020. Schedules and hours will be determined at the start of the internship, with a general expectation of 10-15 hours a week. All hours will be between 9am-5pm, Monday-Thursday.

To Apply:

Students interested in this opportunity should send a resume and cover letter to Ashley Kazouh at akazouh@ncforum.org. Applications will be accepted on a rolling basis through December 13th, 2019.

About the Public School Forum:

Since 1986, the Public School Forum of North Carolina has been an indispensable and nonpartisan champion of better schools and the most trusted source in the state for research and analysis on vital education issues. We bring together leaders from business, education and government to study education issues, develop ideas, seek consensus, and ultimately inform and shape education policy. We do that through research, policy work, innovative programs, advocacy, and continuing education for educators and policymakers. Follow us on Twitter @theNCForum and visit our website at <http://www.ncforum.org/>.