



SPRING INTERNSHIP POSTING

ORGANIZATION

Parents for Educational Freedom in North Carolina is a statewide organization, located in downtown Raleigh. PEFNC supports greater educational options through parental school choice. Simply put, parental school choice means allowing parents to send their children to their school of choice – traditional or nontraditional – regardless of address or income. PEFNC’s mission is to inform parents of the benefits of expanded educational options and empower them to exercise freedom in meeting their children’s needs, regardless of race, national origin, income or religion. PEFNC envisions an education system that maximizes parental choice because children have unique needs and parents should have the freedom to choose the best education to meet those needs.

SCHEDULE & LOCATION

January 2016 – June 2016

Monday – Friday 9:30am – 4:30pm (flexible)

434 Fayetteville Street, Suite 1620
Raleigh, NC 27601

INTERN RESPONSIBILITIES

✓ **Communications Department**

- Compile daily news clips, provide short summaries & share with staff.
- Compile daily recommendations for news stories or other content to be shared on PEFNC social media channels.
- Assist with newsletter content & layout.
- Follow education/policy groups closely on social media & forward relevant posts to staff.
- Map out proposed blog topics for future posts, include supporting data links.
- Assist with collecting PEFNC data and content for reporters.

✓ **Outreach Department**

- Assist with maintenance of master school data to include registered with Opportunity Scholarship Program.
- Assist with the creating of marketing materials to use at parent-centered events.
- Make phone calls to school leaders to encourage them to complete their GreatSchools profiles.
- Serve at various legislative, advocacy and community events.

✓ **Operations & Administration Department**

- Assist in revisions to inventory and operations manual/handbook.
- Provide administrative support on special projects.
- Ensure staff are equipped with necessary materials and technology for work or prior to meetings/events.
- Research estimates for general services.
- Development research as needed.

SKILLS REQUIRED

- ✓ Excellent oral and written communication skills.
- ✓ Professional demeanor.
- ✓ Experience with Microsoft Excel, Word, PowerPoint & Adobe Acrobat.
- ✓ Ability to take initiative and problem solve.

COMPENSATION

This internship can be completed for class credit or a monetary stipend. Mileage for work related events will be reimbursed.

APPLICATION

Please submit a resume & cover letter outlining your desire & goals for this internship to:

Madison Irvin
Executive Team Assistant
madison@pefnc.org
919.871.1084

All materials must be received by close of business November 27th, 2016