

## High School Intern

### About our company:

CIRCLE is an acronym for **C**ollective **I**nitiates **R**estore **C**ommunity **L**ife and **E**ducation. The vision and mission of CIRCLE Learning Group is to provide quality and equitable educational programs to low-income communities and families who are furthest from educational justice in New Jersey. The goal of the organization would be to remedy these disadvantages and address a crucial need of communities by establishing lifelong relationships with families to help close achievement gaps and increase educational success rates. CIRCLE Learning Group facilitates educational programs and events focused on the areas of literacy, STEAM (science, technology, engineering, arts, and math), mental and physical health, and job and life skills.

### Role:

Be a part of our dynamic educational nonprofit as a HS Interns or Junior STEAM Coach Intern. This role provides a gratifying prospect to motivate and direct students in the domains of STEAM (Science, Technology, Engineering, the Arts, and Mathematics). You will assist in the development and facilitation of stimulating activities that cultivate a passion for knowledge acquisition and investigation among young participants in your capacity as an instructional intern. As well as learn and participate in aspects of nonprofit engagement such as: marketing, events, and community activism

### Duties:

- Help develop and sustain connections with sponsors, donors, and collaborators;
- Participate with fundraising campaigns and events
- Help foster a collaborative partnership with the marketing team in order to develop promotional materials for fundraising endeavors;
- Help manage and engage on social media accounts, including developing promotional materials and marketing campaigns
- Adhering to lesson plans to cultivate an enjoyable yet challenging educational setting
- Help monitor student conduct and using innovative strategies to sustain the enthusiasm and involvement of all participants
- Help establish a supportive learning environment for our learners
- Motivate and inspire students by harnessing your enthusiasm STEAM, teaching and learning
- Be flexible, punctual, and professional
- Serve as peer role mentor to younger learners
- To be punctual, professional, and flexible
- Help facilitate exciting, safe, and engaging STEAM and technology-related activities
- Ensure a positive, enjoyable, and secure environment

**You should apply for this role if:**

- Currently a high school junior or senior with a passion and track record for helping and serving others
- You are actively looking for a chance to contribute positively to the lives of students and communities in urban demographics
- You wish to acquire and/or enhance public speaking and presentation skills
- You desire to cultivate strong connections with young people, families, and community stakeholders.
- Want to seek an opportunity to gain knowledge regarding STEAM instruction and/or program implementation
- Want to help organizing and planning compelling fundraising initiatives and events
- You wish to obtain experience in cross-functional collaboration and collaborate with other departments
- You wish to investigate potential career paths
- You wish to acquire practical experience that is pertinent to your academic pursuits or professional aspirations

**Qualifications:**

- Current high school junior or senior with a passion and track record for helping and serving others
- Desire contribute positively to the lives of low-income neighborhoods and communities in urban demographics
- Proficient in interpersonal and communication dynamics, with the capacity to captivate and inspire the origination's goals and mission.
- Access to a reliable internet connection and computer / mobile phone device (i.e.: iPhone, Android, etc.) \*Required\*
- Strong organization skills and attention to detail
- Flexibility to meet changing work needs and demands
- Ability to work collaboratively on a high-functioning team
- Openness to feedback and desire to grow professionally

**Compensation:**

- Community service volunteer hours (up to 10 hours weekly)
- Potential college scholarships and book stipends

**How to apply:**

You may submit your resume, cover letter and transcript to: [interns@circlesteamlab.org](mailto:interns@circlesteamlab.org)

Visit us at [www.circlesteamlab.or](http://www.circlesteamlab.or) for more details and to apply.