



BREAKTHROUGH HOUSTON

Development and Program Intern 2018-19

Job Description

Job Title: Breakthrough Houston Development and Program Intern

Mission: A member of the Breakthrough Collaborative, our organization has a core mission of preparing underserved middle school students to succeed in rigorous college preparatory high school programs, while training high school and college-age students as the next generation of American educators.

Program Summary: A member of the Breakthrough Collaborative, Breakthrough Houston (BTH) prepares underserved, high potential middle school students to succeed in rigorous college preparatory high school programs and gain college admission, while training high school and college-age students as the next generation of American educators. While fiscally and operationally self-sustaining, Breakthrough Houston partners with Episcopal High School, St. John's School, and the Houston Independent School District. Breakthrough Houston serves linguistically and ethnically diverse students across Greater Houston.

BTH follows the unique "students teaching students" model, encouraging talented high school and college students to teach middle school students and advocate for educational equity. Our program consists of an 8-week intensive summer academic program and a school year program consisting of 10 Saturday sessions for middle school students, in addition to a College Bound program for high school students.

Job Summary: The person selected to fill this position will be responsible for assisting the BTH staff throughout the summer and school year in areas of development and programming. Responsibilities will include management of BTH social media outlets, promotional material design, database entry, program development and preparation for our 2018 Summer Program, and other tasks as they arise. This internship is part-time (up to 20 hours per week, schedule to be determined). During the summer, more hours may be needed.

Time Frame: To start September, 2018

Primary Responsibilities:

- Assist with 2018-19 program development and preparation, including creating and updating student and teacher schedules and program materials
- Generate, write, and update website content
- Draft program reports and marketing and recruiting materials
- Manage all social media outlets (Facebook, Instagram, etc.)
- Assist with graphic design and data management
- Shoot and edit photographs + videos that highlight summer programming
- Assist teaching the 'video production' elective during summer programming

Qualifications

- Fluency in Adobe Create Suite applications, specifically Illustrator and InDesign
- Fluency in all Microsoft Office Suite applications, specifically Excel, Word and PowerPoint
- Organized, creative, personable, and professional
- Familiarity with shooting and editing photographs and video
- Familiarity with Facebook/Instagram/web communication and design
- Experience with databases, data management, and related organizational tools
- Interested in the field of education, educational advocacy, fundraising, or non-profit management is a plus
- Experience with Mail Chimp and fundraising software is a plus

To Apply: Please email a resume and cover letter to Kathy Heinzerling at kheinzerling@sjs.org