

## Intern, Achieve Saturdays

### Overview

The Intern will support Achieve Saturdays operations and programming at their school site to ensure a successful program for all. The intern is a team player, willing to do everything necessary in order to have the greatest student impact.

### Role & Responsibilities

- Assist with recording attendance, facilitating student transitions, and managing supplies
- Assist with program setup and breakdown
- Communicate effectively among program staff
- Debrief and reflect with team in order to improve program operations

### Qualifications

- Graduated high school from Miami-Dade County Public Schools (preferred)
- Previous experience with Achieve Miami as a Big Buddy or Intern (preferred)
- Has reliable transportation to Brentwood Elementary, Caribbean K-8 Center, Frederick Douglass Elementary, Goulds Elementary, or Jesse J. Elementary
- Has demonstrated use of a growth mindset in developing self as a community leader
- Has demonstrated problem solving skills to overcome obstacles
- Goal-oriented
- Strong organizational skills and attention to detail
- A proven ability to work across lines of difference with diverse audiences and partners

### Time & Compensation

\$15 per hour for up to 5 hours per program week

8 am - 12 pm on the below listed program dates, with the opportunity for an additional hour per program week.

Achieve Saturdays 2023-2024			
Sept 30	Dec 2	Feb 10	Apr 13
Oct 7	Dec 16	Feb 24	Apr 27
Oct 21	Jan 13	Mar 9	May 11
Nov 4	Jan 27	Mar 16	

## Apply

Send a cover letter to [nicole@achievemiami.org](mailto:nicole@achievemiami.org) detailing the following questions:

- Where did you hear about this role?
- Why do you want to work in this role?
- How are you qualified for this role?

Priority Deadline: August 14, 2023

Start Date: September 14, 2023

## Hiring Manager

This role is hired by Nicole Murad, Director of Elementary Programs at Achieve Miami, and reports to the Achieve Saturdays Site Director. Please reach out with any questions ([nicole@achievemiami.org](mailto:nicole@achievemiami.org) or 305-306-0259).

## Who We Are

Achieve Miami is an education non-profit that offers a variety of enrichment and connection opportunities to set all students on a path to success.

Achieve Saturdays is a program for first through fifth grade students at varying elementary schools throughout Miami-Dade County Public Schools. High school volunteer Big Buddies read, write, and have fun with elementary Little Buddies to share the joys of literacy.