

## PAID SUMMER INTERNSHIP

Waterford UPSTART is an in-home, technology-based kindergarten readiness program funded by the State of Utah and managed by the Waterford Institute. The program is in its 9<sup>th</sup> year and serves more than 14,000 families across Utah and gets high satisfaction and approval marks from parents [visit [www.waterfordupstart.org](http://www.waterfordupstart.org) for more information]. **Must be a college freshman or older to apply.**

### What You Will Gain

- ❖ *The skills needed to interact and work with a diverse group of colleagues*
- ❖ ***Experience in a service-focused nonprofit organization***
- ❖ *Professional business experience that will separate you from job candidates in the future*
- ❖ *A deeper understanding of the education system and possible solutions to problems*
- ❖ *An understanding of the importance and impact of early education*
- ❖ *The ability to interact with program participants and see the difference Waterford UPSTART can make in the lives of children*

**Come join our team of outgoing, motivated and enthusiastic individuals! We have openings for a variety of positions:**

**Waterford UPSTART Events Intern** – As a Waterford UPSTART intern you will get the chance to interact face to face with our participants as you travel across the state! You will help us conduct both graduation and training events where we will assess children, celebrate their accomplishments, and train incoming participants on how to use the program. **We are looking for individuals who are:**

- Comfortable with and work well with small children
- Confident and personable with excellent public speaking and presenting skills
- Detail-oriented, responsible, and capable of following complex processes
- Exceptional leaders who can organize and lead a team of fellow interns
- Fluent in both Spanish and English (*speaking Spanish is not required, but is a plus*)
- Willing to work long hours, including late nights and Saturdays

**Administrative Support** – Our administrative team will work in the office prepping for events, creating reports, and assisting the Events Manager with various administrative tasks. Prior administrative experience is recommended.

- Must have exceptional knowledge of Microsoft Office, especially Excel
- Work schedule is Monday-Friday, 40 hours/week. Occasional Saturdays may be required.

Internship starts June 4<sup>th</sup> and runs through the end of August. Because of our busy summer schedule, taking time off during the internship will not be allowed. This is a statewide program, so travel is required for event interns and may include overnight trips. Vehicles and hotels will be provided. Our office is located in Taylorsville, UT. Interns are expected to report there each morning. Work schedule will vary from week to week. Hours range from 30-50 hours/week, some overtime may be expected. Some physical labor is required (moving event supplies, loading vehicles, set-up/take-down, etc.). **Pay starts at \$12/hr.** Early applications have priority. Positions open until filled.

**To apply, please email a one-page resume and a cover letter to Brooke Hussey, Waterford UPSTART Events and Intern Manager, at [brookehussey@waterford.org](mailto:brookehussey@waterford.org)**