



Summer Education Intern

About Park51

Park51 is an organization of rising leaders that promotes the understanding of the Muslim-American identity in the heart of America, New York, through the vehicles of education, media and culture. The organization also seeks to be a strong partner of humanitarian causes and cross-cultural & religious dialogue.

About the Internship Program

The new Park51 internship program aims to provide a small group of highly talented students who possess exceptional ability and ambition with opportunities to develop key skills in developing organizations. It is expected that interns will benefit society through their work both during and after their time at Park51.

DESCRIPTION

Official Title: Summer Education Intern

Reports to: Director of Operations

Education Requirements: Bachelor's degree or working towards Bachelor's degree, minimum 3.5 running GPA

Employment Type: Part-time unpaid internship, spring: expected 20 hours a week (8-20 hours spent on-site, off-site work permitted upon request and possibility), summer (late June - mid August) full-time, on-site

Job Function: Manager, Program Development

Start Date: March 1, 2012

End Date: August 31, 2012

About this Position

The primary responsibilities of the Summer Education Intern will be to assist the development and direction of Park51's summer education program (featuring Arabic studies and other classes relevant to the mission) from beginning to end, regarding all aspects. The intern will have an amazing opportunity to develop life-long relationships with influential academic, community and industry leaders. A highly successful intern will be offered employment at Park51.

Specific Responsibilities

- Ensure the execution of all aspects of Park51's summer education program as a representation of the organization's mission and goals
- Responsible for developing and reaching success metrics for gauging successful program development and goals
- Developing funding proposals and operating budgets to support the program

- Develop and properly maintain records and documentation for program staff, participants and activities
- Manage all volunteers, engaging them in appropriate program activities
- Establish a performance evaluation procedure for all program staff
- Monitor program activities and write informative reports for review by the Director of Operations or Executive Director
- Identify and manage risks associated with program activities
- Consistent interaction and management of program staff including teachers, students and organizational management

Desired skills and abilities

- Experience with people Management
- Demonstrated forward thinker in regards to the direction of the program with respect to the evolving organization
- Knowledge of program management
- Proficiency with the Microsoft Word, Excel and Outlook
- Demonstrated ability to think strategically
- Strong organizational and time management absolutely required

Compensation and Benefits

This is an unpaid internship. Park51, however, will provide free access to all future Park51 classes, art exhibits and professional workshops. Park51 will also provide compensation for travel to and from work, as well as all training and teaching materials directly related to work.

HOW TO APPLY

Please submit a resume, a cover letter, and brief 250 word writing sample on a topic relevant to Park51 (see “about” above) to hr@park51.org with Summer Education Intern in the subject line.

Short-listed applicants will be contacted for interviews, and should be prepared to immediately submit three references.

Deadline: February 15th, 2012