



PART-TIME INTERN POSITION:

INHERITORS INTERN

LOCATION: FREMONT, CALIFORNIA

STATUS: PART-TIME, ~15 HOURS/WEEK

COMMITMENT: 6 MONTHS MINIMUM

INTENDED HIRE: AUGUST 9TH, 2017

ALL INTERESTED PARTIES SHOULD
SEND A RESUME AND BRIEF COVER
LETTER TO:

INHERITORS@TALEEFCOLLECTIVE.ORG

POSITION SUMMARY

The objective of the Inheritors Program Intern is to execute relevant youth programming for a high school demographic ages 13-18. Such programming should provide a weekly, quarterly, and annual pulse for the larger organization.

CANDIDATE PROFILE

- Creative & Innovative
- Positive & Personable
- Passionate about working with young people
- Experience in education
- Self-starter
- Social media skills
- Detail-oriented
- Commitment to excellence
- Event planning experience
- Enthusiasm to build relevant curricula that speak to youth needs

POSITION RESPONSIBILITIES

INHERITORS CIRCLE: WEEKLY

It is the responsibility of the Inheritors Intern to execute all day-to-day operations of the Inheritors' Circle youth-leadership program. This includes, but is not limited to:

- Facilitators
- Logistics
- Weekly emails to current cohort
- Applications for incoming cohorts
- Coordinating curriculum
- Maintaining the program calendar

INHERITORS RETREAT: ANNUALLY

In preparation for the Inheritors Retreat, the Inheritors Intern is responsible for:

- Assisting in coordinating curriculum
- Seeking out and booking facilitators
- Executing a marketing strategy
- Carrying out the logistics of the retreat

GENERAL TA'LEEF: "DAILY"

As part of the Ta'leef staff, the Inheritors Intern is responsible for:

- Attending staff meetings
- Coordinate transactional expenses related to program finances
- Completing any and all necessary paperwork