



Center for Collaborative Education

Transforming schools for student success

District & School Design Internship Posting **Educational Equity Program Development Intern**

The District and School Design team at the Center for Collaborative Education (CCE) is pleased to offer one internship position for the summer of 2019. The DSD team believes that student-centered learning is an important approach that must be supported by a strong emphasis on equity in order to benefit all students. We are seeking a highly-organized, detail-oriented, and creative intern that is eager to work at the nexus of equity and innovation.

Projects to Support

The Educational Equity Program Development Intern will be responsible for managing multiple projects that support the District and School Design (DSD) team's work to foster educational equity. These projects include, but are not limited to:

- **Innovating for Equity School Redesign Toolkit – development and support.** For more than a year, the DSD team has been developing a toolkit for educators about how to redesign schools with an equity lens. This includes a guidebook, a slate of tools, case studies, a blog/vlog series, and webpage. The intern will support the team's final work to bring this project to initial publication and the collaborative development of the plan to launch a related initiative.
- **Equity materials collection development and management.** The intern will use CCE's database software and existing materials to develop a comprehensive database of all articles, video, tools, and other materials related to the anti-racist/bias and cultural proficiency work that the Center for Collaborative Education has developed. This will include compiling the materials collected by staff and organizing them in a fashion that allows for easy access by categories, including type, concepts covered, size, and an annotation.
- **Essex County Learning Community (ECLC) Institute Support.** The intern will support the DSD team in preparing and executing a strong professional development institute on August 7th and 8th for participating Essex County districts, including materials development and on-site support work. The ECLC Institute will provide support to schools and districts in the areas of cultural proficiency, academic instruction, and social-emotional learning.

Summer Internship opportunity

We are specifically seeking an intern who can support us with program development and management, which requires strong and clean writing, significant organizational work, and collaboration to develop new initiatives.

Interns' individual experiences are structured so that interns may:

- Learn more about and contribute to CCE's work
- Gain new perspectives on solutions to current issues and projects
- Gain access to academic and technical skills
- Be part of the development of new resources and tools

We will provide opportunities for interns to:

- Engage in a collaborative work environment through assignments on team projects
- Learn about the work of an educational non-profit
- Explore the field of equity-focused, student-centered learning

Dates: Early June to mid-August 2019. The timeframe is negotiable.

Hours: 8-10 hours/week (negotiable)

Compensation: \$500 stipend per summer. The stipend may be applied to work study. Depending on school requirements, it may also be possible to earn course credit.

This internship is primarily remote but requires occasional in-person meetings in our Boston office.

Qualifications & Other Information

The ideal candidate for this position should have the following qualifications:

- Graduate or top undergraduate student in education, public policy, evaluation, non-profit management, business, marketing, or relevant field
- Knowledge about and interest in educational equity and student-centered learning
- Strong writing, analytical and communication skills
- Strong organizational skills; ability to multi-task and complete projects by deadline
- Microsoft Office and Google Drive skills *required*
- Ability to work remotely and join occasional virtual (Google Hangouts) and in-person meetings

About CCE

The mission of the [Center for Collaborative Education](#) (CCE) is to transform schools to ensure that all students succeed. CCE envisions a just and equitable world where every student is college- and career-ready and prepared to become a compassionate, thoughtful, and contributing global citizen. To achieve this vision, CCE works at the school, district, and state levels in New England and beyond to:

- Create, support and sustain learning environments that are collaborative, democratic and equitable;
- Build capacity within districts and schools to adopt effective practices that promote collaborative, democratic and equitable learning for students and educators; and
- Catalyze systemic change at the school and district levels through district-and state-level policy, research, and advocacy

The Center for Collaborative Education is an equal opportunity/affirmative action employer and is committed to diversity in the workplace by maintaining a staff that represents the voices of the communities we serve.

Application

Applications are being accepted on a rolling basis. Interested applicants should provide a thoughtful cover letter and resume here: <https://formstack.io/4C3F7>

