

Communications Internship

Aurora Institute is seeking a highly motivated, detail-oriented, well-organized intern to contribute to growing and executing Aurora's communications and outreach strategy.



Internship Description

- Type:** Paid Internship for undergraduate student or graduate student
- Commitment:** Interns will work up to 25 hours weekly.
- Location:** Remote, anywhere in the United States (with a preference for the Eastern time zone)
- Timeframe:** Start date is late June 2021. The duration of the internship is negotiable.
- Majors:** Communications, journalism, media, public relations, marketing, digital strategy, graphic design, TV/Radio, public policy, nonprofit management, and related majors, and students who have a strong interest in education policy

About Aurora Institute



Aurora Institute is a 501(c)(3) nonprofit with the mission to drive the transformation of education systems and accelerate the advancement of breakthrough policies and practices to ensure high-quality learning for all. For nearly 20 years, the Aurora Institute (formerly iNACOL) has worked to advance student-centered, innovative K-12 education systems toward equitable and just outcomes for all. Since our founding, the Aurora Institute has led the growth of the nascent field of K-12 next-generation, competency-based education and personalized learning across the United States. As a hub for innovators across education, our work examines the needs for transformational change in K-12 systems, promotes best practices, identifies policy barriers, and makes recommendations for change. Together, we work to achieve a bold, future-focused vision of education through state and federal policy advocacy, field-building and knowledge creation, and connecting and convening.

As a leading voice and trusted source in the field of K-12 education, Aurora Institute is particularly recognized for its thought leadership around

education innovation policies and practices. Partner organizations, systems leaders, and policymakers across the country rely heavily on the Aurora Institute's expertise and technical assistance. Each year, Aurora hosts its signature event, the Aurora Institute Symposium, which is the field's largest gathering of education innovators working in schools, districts, and state governments to transform the future of teaching and learning in K-12 education. [Learn more about the Symposium here.](#)

Our new internship program is designed as a fully immersive experience for motivated undergraduate and graduate students who seek to support national advocacy, policy, communications, and event work in the nonprofit sector. Selected interns will be exposed to the intricacies and nuances of building a better K-12 education system for the nation's youth. The internship will include work on targeted projects and multiple learning and networking opportunities. Interns will receive structured support, mentorship, and professional development opportunities for the duration of the internship.

About the Communications Internship

A communications intern will contribute to growing and executing Aurora's communications and outreach strategy. Communications plays a critical role in every aspect of Aurora's work. Interns will have a unique opportunity to contribute to policy and advocacy efforts impacting K-12 education and support the promotion and awareness of an annual conference that convenes leading-edge thought leaders and policymakers. The intern will learn social media marketing, media relations, visual communication, along with the accompanying soft skills that make for a successful career in communications. Excellent writing, research, and social media skills, as well as keen attention to detail and the ability to handle multiple tasks under short deadlines, are essential qualities. Knowledge and interest in K-12 education policy are preferred. Internships at Aurora Institute are paid and substantive in nature, and interns are integral members of our team. All interns are remote.

Primary Responsibilities:

- Social media content creation and strategy development
- Creation of story catalog
- Tracking website, social media, and other relevant communications metrics
- Identifying key influencers and media targets
- Compiling daily and weekly news clips
- Conducting research to support internal and external communications
- Monitoring online conversation in Aurora Institute issue areas
- Graphic design and WordPress website maintenance
- Supporting administrative and operations activities
- Participate in virtual events to improve networking skills and learn about education innovation, and present summaries of key takeaways to Aurora staff.

- Participate in skills workshops to develop new knowledge and demonstrate competencies in goal setting, analytical thinking, communicating, problem-solving, team-building, presenting, and synthesizing information — while honing networking and interviewing skills.

Core Competencies:

- Demonstrated ability to be highly organized, self-motivated, and detail-oriented
- Proven ability to be responsible, manage time well, and work effectively and independently
- Ability to demonstrate excellent oral and written communication skills
- Demonstrated keen sense of curiosity, ability to take initiative, and lifelong learning approach
- Exceptional written and oral communications
- Skill in variety of computer programs, including Microsoft Office Suite (Word, PowerPoint, Excel), Google (Docs, Sheets, Forms), and Adobe Acrobat
- Familiarity with graphic, video, and sound design using the Adobe Creative Cloud Suite
- HTML and WordPress content management
- Interest in improving education policies and practices and a demonstrated commitment to the mission, vision, and values of Aurora
- Deep competence in matters of diversity, equity, and inclusion

How to Apply:

To be considered for this internship with Aurora Institute, please send your resume, writing sample of at least five pages, list of three references, and cover letter to DeQuendre Bertrand, Communications Director, at dbertrand@aurora-institute.org by May 7, 2021. In your cover letter, please specify the number of hours per week you are available in both the summer and fall. Aurora considers applicants without regard to age, race, national origin, sexual orientation, gender, gender identity and expression, disability, veteran status, or any other characteristic protected by law.

Please specify the title of the internship in the subject line and include your last name in the title of your resume document. Candidates selected for interviews will be contacted directly in May and June. Unfortunately, due to the volume of applications, we cannot respond to inquiries individually.

Aurora Institute is an equal opportunity employer and an organization that values diversity. Recruiting staff and interns to create an inclusive organization is a priority, and we encourage interns from all backgrounds. Candidates are evaluated solely on their qualifications to perform the work required.



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