



A New Dawn for  
Every Learner

## Aurora Institute Communications Internship: Summer 2023

Aurora Institute is seeking a highly motivated, equity-driven, well-organized intern to play a key role in supporting the organization's Communications team, contributing to building the brand recognition and thought leadership of the Aurora Institute.

### Internship Description:

- **Type:** Paid Internship for Undergraduate Student or Graduate Student
- **Commitment:** 20-40 hours per week (as agreed upon by Aurora Institute and intern)
- **Compensation:** The intern will be paid \$2,500/month (based on a 40-hour work week). The rate is pro-rated for fewer hours.
- **Location:** Remote, anywhere in the United States (with a preference for the Eastern time zone)
- **Timeframe:** Late June-August 2023 (timeframe can be adjusted)

### About the Aurora Institute:

The 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. 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, the Aurora Institute is particularly recognized for its thought leadership around education innovation policies and practices. Aurora has published more than 100 reports and issue briefs on transforming the education system and leads the field's largest annual convening focused on student-centered system transformation. Partner organizations, systems leaders, and policymakers across the country rely on Aurora's thought leadership and policy expertise. For more information, please visit [www.aurora-institute.org](http://www.aurora-institute.org).

### Internships at Aurora:

Our internship program is designed as a fully immersive experience for motivated undergraduate and graduate students who seek to support national advocacy, policy, research, 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. Internships at Aurora Institute are paid and substantive in nature, and interns are integral members of our team. All interns work remotely.

### **About the Communications Internship:**

Aurora Institute is seeking a highly motivated, equity-driven, well-organized intern to support the organization's communications work. The intern will work directly with the Communications team in supporting the organization's digital media strategy, public relations, design, and events. This is an excellent opportunity to build skills in the communications sector and learn about cutting-edge K-12 education policies and practices, connect with leading innovators across the field, and contribute to an organization building a more just, equitable, personalized, and future-focused education system.

#### **Primary Responsibilities:**

- Support the Communications team in key projects related to its communications strategy:
  - Supporting the creation of social media content and graphic design
  - Making updates and improvements to the Aurora website (SEO, accessibility)
  - Conducting proofreading and copyediting for Aurora communications and publications
  - Conducting media research (potential reporters to reach out to, news clips)
  - Additional administrative and operational tasks related to the Communications team

#### **Core Competencies:**

- Exceptional written and oral communications
- Familiarity with social scheduling tools
- A keen eye for designing visuals for digital communications
- WordPress content management
- An interest in public education transformation and communications
- Exceptional project management skills - we're looking for a self-starter who's comfortable collaborating and working independently remotely
- Deep interest in advancing knowledge and practice related to diversity, equity, and inclusion
- Be skilled at a variety of computer programs. Microsoft Office Suite (Word, PowerPoint, Excel), Google (Docs, Sheets, Forms), and Adobe Acrobat are mandatory. Knowledge of Adobe Creative Suite (e.g., InDesign and Photoshop) and/or Canva is a plus. Facility with Zoom is helpful.

### **How to Apply:**

To be considered for this internship with the Aurora Institute, please send your resume, a writing sample (800 words or less), list of three references, and cover letter to:

Chiara Wegener, Communications Director, at [cwegener@aurora-institute.org](mailto:cwegener@aurora-institute.org)

**by February 10, 2023.** In your cover letter, please specify the number of hours per week you are available as well as your timeframe. 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 starting in December. 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.*