



A New Dawn for  
Every Learner

## Aurora Institute Programs Internship

Aurora Institute is seeking a highly motivated, detail-oriented, well-organized intern to support the programmatic design, implementation, and execution of field-building events, including its flagship event, the Aurora Institute Symposium.

### 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)
- **Location:** Remote, anywhere in the United States (with a preference for the Eastern time zone)
- **Timeframe:** July-December 2022 (Six months)
- **Majors:** Nonprofit administration/ management, public administration, public policy, business administration/ management, marketing, communications, related majors, and students who have a strong interest in education policy.

### 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. 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, the 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 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 Programs Internship:**

The Aurora Institute seeks a highly motivated, detail-oriented, well-organized intern to support the programmatic design, implementation, and execution of field-building events, including its flagship event, the Aurora Institute Symposium, to be held virtually October 24-26, 2022. The intern will work directly with the Chief Operating Officer and Strategic Partnerships Director to author blog posts and other materials; synthesize survey data and produce summary reports; perform background research and make recommendations on ways to improve our programs; participate in virtual networking events; and other activities. This is an excellent opportunity to develop new skills (such as networking and interviewing), learn about cutting-edge K-12 education policies and practices, and connect with leading innovators across the field. The intern will learn how to design high-quality virtual events for external audiences and understand ways to share cutting-edge information with wider audiences. Internships at Aurora Institute are paid and substantive in nature, and interns are integral members of our team. All interns work remotely.

#### **Primary Responsibilities:**

- Author or co-author blog posts and other resources to be shared publicly on the Aurora Institute website, as well as in internal reports, guides, and summary documents.
- Support Aurora's network of cutting-edge leaders working to transform education as they prepare for presenting and attending our signature event, the Aurora Institute Symposium. This includes the development of information sheets, guides, and other materials, which will expand the intern's knowledge about cutting-edge policies and practices across K-12 education and provide access to Aurora's extensive network of leaders across the field.
- Perform background research and meet with partners across the field to solicit new ideas for hosting in-person, hybrid, and virtual events focused on transforming education systems.
- Synthesize Symposium attendee evaluation data and develop an internal summary report.
- Participate in virtual events to improve networking skills and learn about education innovation, and present summaries of key takeaways to Aurora staff.
- Draft session planning and facilitation guides for keynotes and speakers.
- Serve as Zoom room monitors for live breakout sessions online.
- 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
- Ability to author and co-author blog posts, articles, fact sheets, and other written materials
- 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) is a plus. Facility with Zoom is helpful.

- Proven 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
- Ability to work remotely at least 20 hours per week

### How to Apply:

To be considered for this internship with the Aurora Institute, please send your resume, writing sample of at least five pages, list of three references, and cover letter to **both**:

Loretta Goodwin, Chief Operating Officer, at [lgoodwin@aurora-institute.org](mailto:lgoodwin@aurora-institute.org)

Natalie Slocum, Strategic Partnerships Director, at [nslocum@aurora-institute.org](mailto:nslocum@aurora-institute.org)

**by April 4, 2022.** 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 March-April. 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.*