As of 8/29/12

Children’s Educational Outreach Intern
LAB@Thirteen, Education Department

Thirteen/WNET New York, the flagship public television station in the metropolitan area and a major producer of programming for PBS, has an immediate opening for the Children’s Outreach Intern in the Education Department.

We are currently seeking a Children’s Outreach Intern to work with the Outreach team to participate in the implementation of local and national outreach activities. Work includes assisting with all educational projects and events including the development of related print and web-based materials. This is an excellent opportunity for students interested in education outside the classroom. Students will get a robust experience with educational resource development, community outreach, and reporting in a fast paced environment.

Qualifications
Well-developed writing skills are a necessity. Strong interpersonal skills and an ability to articulate and organize your priorities are essential. Candidate should be a quick learner and flexible as deadlines, priorities, and needs of the department change. Must have a positive energy level, a good head for details and not be hesitant to roll up his/her sleeves. Ability to work independently and effectively under deadlines is a must. Weekend work is occasionally requested, but not required. Candidates with previous knowledge and experience working with Microsoft Excel, Outlook, and social media sites such as Facebook and Twitter are preferred. Schedule to be decided upon hiring.

The Outreach Intern will:
- Assist in the coordination, preparation and distribution of materials for events, conferences; training, workshops, and in response to ongoing viewer requests; this will include large mailing projects, lifting boxes, and moving materials.
- Draft, review, and edit written outreach initiatives such as, activities, volunteer jobs, e-newsletters, and distribution mailings.
- Develop content for outreach as well as for written projects.
- Assist in managing and creating content for multimedia, including websites and email lists;
- Attend relevant departmental meetings;
- Organize data entry and inventory systems;
- Assist with administrative activities (copying, scanning, etc.) as assigned;
- Assist with department promotion on social media sites such as Twitter and Facebook as well as collecting data from these sites and doing internet research to support them.
- Support other education department projects as needed.

To apply to this position please submit a cover letter and resume via email to:

Audrey Hornick-Becker
Email: Hornickbeckera@wnet.org
Coordinator, Children’s Outreach
Thirteen WNET New York
825 8th Avenue
New York, NY 10019