**Announcing the Seattle Public Schools Equity Initiatives & Outcomes Intern Application for 2016-17!**

If you are a college or graduate student interested in an internship to support eliminating the opportunity gaps in Seattle Public Schools or to gain valuable experience in putting educational theory into practice; we have an amazing opportunity for you. The Department of Equity Initiatives & Outcomes is looking for great interns who are committed to equity work. Seattle Public Schools is the second district in the nation in which a district, school board and superintendent have a shared goal of closing the opportunity gap for African American males and other students of color.

**What is the Department of Equity Initiatives & Outcomes?**

The Department of Equity Initiatives & Outcomes is a new department of Seattle Public Schools, under the leadership of Nikka M. Lemons, created to manage the district's high priority initiatives in order to eliminating opportunity gaps. She is the district-wide Project Manager and charged with overseeing systemic coherence and alignment, manage district teams and resources, and to execute strategies aimed at eliminating the opportunity gap for African American males and other students of color.

This department is responsible for:

* Managing the District's most complex projects and initiatives in order to ensure systemic cohesion to eliminate opportunity gaps and increase academic achievement for African American male scholars and other students of color. As well as developing a scorecard to monitor progress, create and establish success/performance measures and develop a visual data dashboard.
* Managing the Eliminating the Opportunity Gaps Project Committees are comprised of several projects whose stakeholders can include multiple SPS business and academic areas, technology, external vendors, external agencies/partners and Union representatives, as well as families and community groups.

**Position(s) Description and Requirements:**

All internships will report to the Director of Equity Initiatives & Outcomes, Nikka M. Lemons; all are unpaid with flexible hours: here are the following internships available to apply for:

* **Data Analyst (3 Positions Open)**: This position requires designing and maintaining internal databases, including the establishment of database standards and controls, management of source data, and assurance of data quality. Assisting in the evaluation, selection, and implementation of systems, including oversight, provision of technical assistance, training, and, documentation. Strong analytical skills required.
* **Community Development (7 Positions Open)**: You will be on a team to begin with operationalizing and designing a strategic plan, making policy recommendations and implementation for increasing the accessibility of resources to target demographics and communities that have barriers to transportation, tutoring services, computer access, healthcare, and much more .Social work, psychology, and counseling majors are strongly encouraged to apply.
* **Researchers (3 positions Open):** Performing quantitative and qualitative analysis on core strategic issues for Seattle Public Schools and synthesizing insights from these analyses, and writing and delivering high-impact presentations, strategic plans and research briefs.Education and Public policy majors are strongly encouraged to apply. Strong statistical analysis skills required.
* **Community Outreach & Engagement ( 5 positions Open)**: This position will be cultivating community-district relations, building trust, communicating the needs of the community as well as the responsive policies and practices of the district to the community requests consistent with “eliminating the opportunity gap” Open to all majors
* **Professional Development & Leadership (5 Positions Open):** This person would have the opportunity to develop new professional development training for the district, help facilitate existing trainings and managing and coordinating the operations of the Professional Development program within the Department of Equity Initiatives & Outcomes department; ensuring that the services are provided in accordance with department goals and objectives; monitoring and assessing the program effectiveness. Education Leadership majors are strongly encouraged to apply.
* **Grant Writing( 3 Positions Open) :** This position will be identifying grant opportunities and funding sources ; requesting application materials; preparing funding opportunity briefs and forwarding them to Nikka Lemons and senior staff for decision making purposes; reviewing completed applications and ensures appropriate approval/authorization; submitting completed applications; maintaining related records. Open to all majors.
* **Communications, Marketing, and Journalism** **( 2 Positions Open):** This position’s responsibilities will be providing a broad array of strategic and tactical communications activities that build understanding and goodwill for any communications put forward from the Department of Equity Initiatives & Outcomes . Researching, writing and disseminating highly effective electronic, written and verbal communications. Acting as media relations lead for social media, web and documents design.Strong project design experience required.

**Application Timeline and Process:**

**Deadline for applications:** June 24th

**Notification of acceptance**: July 8th

**Internship Begins:** July 18th- 22nd

**Internship Ends:** 6 month internships (January 2017) 1 year internships (July 2017)

To apply, please 1. Attach your resume or CV 2. Send a cover letter, 3. In the subject line type “ Intern Applicant- position title”, and 4. submit to equityoutcomes@seattleschools.org