

# Zone 126 Operations Internship Description

## **Our Mission**

Zone 126 is driving community transformation for children and families in Astoria and Long Island City's concentrated pockets of poverty in zip codes 11101, 11102, and 11106.

## **Our Vision**

For every child to graduate from high school prepared for college, and enter the workforce equipped with the skills needed to thrive in a 21<sup>st</sup> century world.

## **The Problem**

More than 20,000 families are living in concentrated pockets of poverty in Astoria and Long Island City. Over 8,000 are children. A child living in poverty faces multiple environmental, social, and physical barriers to academic success. Zone 126 exists to break down those barriers.

## **Position Summary:**

This internship position calls for a quick strategic thinker who is creative, passionate, and an adept problem-solver. This opportunity is specifically geared towards someone with a "can-do attitude" and a "roll up your sleeves work ethic" who is looking to make a difference within the lives of children/youth and families.

This unpaid internship will take place over the course of one semester (**September 6 to December 16, 2016**) and interns can work up to three days (10-20 hours) per week.

The internship's primary focus will be:

- supporting organizational operations within the Development and Communications department at the Zone 126 main office.

## **Essential Duties and Responsibilities**

### **General Operations**

- Assist with operational preparations for all opening/closing of programs
- Assist with the planning/prepping of the organization's convening
- Able to pick up items as needed and deliver to the schools (weight limit of 20lbs)
- Assisting with putting together agendas for meetings

### **Branding**

- Read and prepare articles/links for Zone 126 News Digest
- Support content creation (digital, print, mailers, newsletters)
- Support creation of email contact list

## **Education**

- High School Diploma required; pursuing Associate or Bachelor's Degree

## **Experience**



- Proven verbal and written communication skills
- Exceptional attention to detail and interpersonal skills
- Proven ability to manage multiple complex assignments in an efficient and effective manner
- Graphic design background recommended
- Basic office, computer, and internet skills

### **Recommended Qualifications**

- Bilingual (Spanish or Bengali)

### **Knowledge, Skills, & Abilities**

- Passionate about the Zone 126 mission and vision
- Excited to work with a small team in a fast-paced, start-up environment
- Able to connect with students and their families on a personal and professional level
- Ready to learn
- A team-player with a sense of humor!

### **Organizational Relationships**

- Reports directly to the Development and Communications Associate

### **Work Environment**

This person will work from the Zone 126 main office (31-10 23rd Street, Astoria, NY 11106)