Position: Curriculum & Virtual Learning Graduate Intern
Reports to: Senior Coordinator, Curriculum & Student Events
Status: Part-Time
Start Date: Early October 2020

The Opportunity
We are looking for an exceptional Curriculum & Virtual Learning Graduate Intern to assist the Curriculum and Student Events department in managing and developing Opportunity Network (OppNet)’s Career Fluency® curriculum and supporting the OppNet Fellows Program. This is an exciting opportunity for a graduate student interested in being part of an innovative college and career success program serving high school and college students across the country. The primary responsibility of the Intern is to develop curriculum for our in-house Fellows Program as well as for our open-access portal for students across the country.

Due to COVID-19, the position will operate virtually, but may require some travel to OppNet’s lower Manhattan office location as soon as it is safe to do so. The OppNet staff is currently working remotely and offering a fully virtual model for students. We plan to continue working virtually from September 2020 until August 2021, with periodic in-person offerings at our lower Manhattan office location. The in-person offerings are contingent upon public health conditions. The candidate will be expected to be available to work from OppNet’s office in NYC and resume work as a standard non-remote employee as soon as public health regulations and conditions allow.

The Organization
Founded in 2003, OppNet ignites the drive, curiosity, and agency of underrepresented students on their paths to and through college and into thriving careers, powered by our commitment to access and community. OppNet connects students from historically and systematically underrepresented communities to college access and success, internships, career opportunities, and personal and professional networks through our two programs: 1) OppNet Fellows, an intensive six-year-long program starting in 10th grade through to college graduation and 2) Career Fluency® Partnerships, our immersive capacity-building program for schools and youth-serving organizations across the U.S. looking to accelerate college and career readiness for their young people.

The Person
The ideal candidate will personally connect to the important work we do and value diversity, equity, and inclusion (DEI) across the organization. The candidate will demonstrate DEI values by actively participating in all organizational-wide learning sessions and self-reflection, as well as working with others to enact changes that contribute to meeting the organization’s anti-racist and anti-oppressive goals. The candidate should enjoy writing lesson plans and working with young people and possess outstanding professionalism and discretion, organizational skills and attention to detail, energy and initiative, the ability to prioritize and complete a variety of tasks on time, and a willingness to work on a wide range of assignments and collaborate with staff members across program areas.

Responsibilities
The Curriculum & Virtual Learning Graduate Intern’s primary responsibilities will be to:

- Support the development and continual improvement of curriculum for OppNet Fellows in accordance with OppNet’s mission and pedagogy
- Work creatively to develop new strategies and curriculum content for Fellows Program, particularly for the virtual setting
- Propose and implement creative ways to engage high school students with virtual learning, support with special initiatives as needed
● Translate in-person OppNet curriculum into virtual lessons to increase the engagement of materials and content to specific audiences
● Research accessibility practices for virtual learning and document in one guide
● Support the Curriculum and Student Events team with strategic planning, organization, and special initiatives as needed and as aligned with the Intern’s skills and interests
● Assist with planning, preparing and gathering all necessary materials for workshops and professional development sessions with staff and students
● Assist OppNet staff members with all other duties related to effective program implementation, including data tracking, copying, logistical and/or facilitation support, and other administrative tasks

Schedule and Requirements
The position requires your availability for 15-20 hours during the week. We are looking for an October – December commitment, with the possibility for extension through May 2021. The Curriculum & Virtual Learning Graduate Intern will report to the Senior Coordinator for Curriculum and Student Events. The ideal candidate will have these key assets and attributes:

● Strong written and verbal communication skills;
● Experience with curriculum design, preferably for students in high school or college;
● Experience with virtual curriculum development, preferably for students in high school or college;
● Experience working with students in high school or college;
● Strong skills in using Adobe, Microsoft Office and PowerPoint, experience with video and photo editing and/or virtual learning a plus;
● Strong research and data skills and ability to synthesize findings;
● Strong organizational skills;
● Ability to take initiative;
● Commitment to diversity, equity and inclusion work in education;
● Detail-oriented, can be counted on to produce high-quality work; and
● High degree of effectiveness and efficiency - gets things done!

Compensation
$18-20/hour, commensurate with experience.

Application Instructions
Please send your cover letter and current resume to meshay@opportunitynetwork.org by September 30, 2020.