



Phi Delta Kappa International is a professional nonprofit organization for educators. Established in 1906, PDK International supports teachers and school leaders by strengthening their interest in the profession through the entire arc of their career. We honor educators as professionals who learn daily from their work and want to share their knowledge with others to transform the lives of their students and their own specialized work. As a social sector organization, we elevate the discourse around teaching and learning with the goal of transforming the student experience to ensure that every child has access to a high-quality education.

We support more than 100,000 educators who are dedicated to ongoing learning by:

- Providing high-quality content to help educators throughout their careers, including aspiring teachers, practicing teachers, teacher leaders, administrators, and teacher educators;
- Creating physical and virtual experiences that engage educators in activities intended to improve their practice and address pressing issues and challenges;
- Deepening educators' awareness and understanding of inequities that maintain the status quo;
- Connecting educators with one another to learn and grow together.

Our core values:

Social Justice

We promote practices that seek to achieve social justice and equity in public schools. Educators must understand the history and context of American public education, including institutional racism and discrimination, as well as the moral imperative to ensure equity of outcomes, opportunities and resources for the most vulnerable students.

Engagement

We partner, engage and collaborate with other organizations that are seeking to improve public education. In order for complex problems to be solved, multiple stakeholders from different perspectives need to collaborate and be part of the problem-solving process.

Excellence

We must hold others and ourselves to the highest professional standards: We adhere to constant continuous improvement efforts within the organization and promote practices that ensure accountability for education professionals.

Results

Results matter, both for ourselves and for public schools. We hold ourselves accountable for outcomes and promote results-based practices that improve public education.

Position	Project Management / Development Intern
Departments	Education Partnerships, PDK Association, PDK Foundation, Educators Rising

Internship Program Description

The internship positions that we offer are open to undergraduates, recent graduates, or graduate students who are passionate about education and interested in nonprofit work. PDK International is a perfect place for you if you want to get professional experience and do meaningful work supporting aspiring educators and making a difference in the future of education. If you are looking for a place where you can do what you are best at and develop skills that you want, be it skills in project management, event planning, marketing, outreach, research, communications, or else, this is the place for you!

The PDK staff is a team of 22, which gives interns more opportunities to contribute substantially to projects being carried out by the team and learn about the processes in a nonprofit organization. We have 7 divisions that focus on different fields, which gives a unique opportunity to get involved with a variety of tasks and departments and learn diverse skills in several fields while being in just one organization. We aim to give you interesting and impactful work within the projects that you are passionate about.

Job purpose

PDK International seeks a focused, well-organized intern who is passionate about education and is eager to do project managing and apply their writing skills and creativity to different stages of projects that we have. Interns should have excellent communications and writing skills, interested in applying and developing their project management, event coordination, strategic development and writing skills, as well as their leadership qualities.

Project Management / Development Intern will contribute to improving internal processes of our organization, will develop valuable materials for educators and take part in event coordination. They will work directly with divisions heads and will contribute to improving and putting to structure internal and external processes.

Duties and responsibilities will be decided together with division heads and intern coordinator and will depend on the intern's interests and experience / set of skills.

Some specific tasks may include:

- Developing content for trainings, poll toolkit, partnerships department
- Building a knowledge base for internal and external use using our content
- Coordinating and facilitating events
- Writing and conceptualizing articles
- Designing materials and helping to coordinate events for Educators Rising at the PDK 2020 Conference
- Doing research and outreach within districts and states
- Ambassador and student officer program support

Qualifications

- Internship is open to undergraduates, recent graduates, and graduate students
- Interns should have background in or be communications / project management / education and related fields
- Intern should have general knowledge of Microsoft Office, Office 365
- Interns should be able to work independently, stay organized, take initiative, and pay attention to detail
- S/he should be interested in education and nonprofit work
- A positive attitude, open mind, and a good sense of humor!

Working conditions and benefits

- PDK internship is unpaid, however as part of a nimble small nonprofit team you'll have exposure to all aspects of the nonprofit organization, as well as professional development opportunities to help you grow in your areas of interests
- All work is indoors, in a modern open space office. Some local travel may be required, e.g. attendance at conferences, professional workshops, etc.
- 15-20 hours per week, flexible schedule
- Interview \ resume\ cover letter workshops upon request

How to Apply

Email at intern@pdkintl.org and let us know what position you are interested in and why. Look forward to having you on our team!