



Focus and Learning Center

Striving to evolve education by delivering services that focus attention, build skills, and achieve success.

Job Titles: Peer Academic Coach for 2e Students, Social Emotional Learning Coach, Homeless Student Support Intern, Website & Social Media Intern, and Fundraising Intern

Employer: Focus and Learning Center, a 501(c)(3) educational nonprofit organization

Type: Internship

Salary: Unpaid

Schedule: Flexible Hours of 5-15 hrs/week

Location: Saint Paul, MN

FLC Mission: The mission of the Focus and Learning Center (FLC) is to evolve education by delivering services to students that focus attention, build skills, and achieve academic success.

Description: The Focus and Learning Center is selecting a team of interns to collaborate with FLC directors and K-12 school sites to develop Reset Rooms where students learn social and emotional skills to self-regulate, improve communications, and restore relationships. Another focus is to develop a Peer Academic Coaching cohort that supports students that are either 2e or homeless or both. This FLC team will work together to develop this program, improve website and social media communications, and increase fundraising efforts. Interns will receive weekly support and mentoring from FLC directors who are experts in education, program development, and who support of students with learning disabilities.

Position 1 - Peer Academic Coach for 2e Students:

Primary Duties:

- Collaborate with FLC team to develop a set of guidelines for creating classrooms that support Gifted and Twice Exceptional (2e) students.
- Interview 2e students to identify school-based supports that contribute to creating “2e Friendly environments”
- Research Gifted and Twice Exceptional (2e) practices used in schools to support students learning self-regulation and communication skills.
- Collaborate to prepare a table of resources and classroom guidelines to be presented at the 2e Vision and Leadership Symposium 2019 on October 12, 2019. Opportunity to be selected to attend and present at this conference.

Qualifications:

- Identified by your school or another assessment professional as a student eligible for gifted education services.
- Enrolled in high school, PSEO or a Bachelor’s degree program or higher.
- Experience listening to and advocating with students in grades K-12.

- Ideal candidate will be engaging, have great communication skills, and a passion for supporting students.

Position 2 - Social Emotional Learning (SEL) Coach:

Primary Duties:

- Collaborate with FLC team to develop protocols and coaching approaches to support student social emotional learning (SEL).
- Work in the Reset Room offering behavioral coaching to students and record observations.
- Research SEL practices used in schools to support students learning self-regulation and communication skills.

Qualifications:

- Enrolled in a Bachelor's degree program or higher.
- Knowledge of positive behavioral management practices.
- Experience working with students in grades K-12.
- Ideal candidate will be engaging, have great communication skills, and a passion for supporting students struggling as they learn to manage their emotions and behavior.

Position 3 - Homeless Student Support Intern:

Primary Duties:

- Collaborate with FLC team and community partners to develop a list of resources that students can learn about and access from school.
- Connect with students in school settings to understand their needs and advocate for them within counseling, 504 planning, social work, community support avenues.
- Research supports offered to homeless students that result in increased student achievement and stability.

Qualifications:

- Enrolled in high school, PSEO, or college.
- Ideal candidate will be engaging, have great communication skills, and a passion for supporting students.
- Ability to collect and share information and act as an advocate.

Position 4- Website & Social Media Intern:

Primary Duties:

- Collaborate with FLC team to design and maintain website.
- Manage social media sites and post photos, videos, and event announcements.
- Build content library containing photos, narratives, and blogs.

Qualifications:

- Enrolled in a PSEO, a Bachelor's degree program or higher
- Depth of experience designing and managing a website using WordPress.
- Ideal candidate will have creative graphic and technical skills, a knowledge of SEO and strategic keyword choices, and is comfortable posting content on social media.

Position 5 - Fundraising Intern:

Primary Duties:

- Collaborate with FLC team to identify several fundraising strategies.
- Connect with various vendors to access collaborative fundraising opportunities
- Coordinate communications for fundraising efforts, update events in calendar, etc.

Qualifications:

- Enrolled in high school, PSEO, or Bachelor's degree program or higher.
- Strong sales and communication skills.
- Ideal candidate will be a high-energy, self-starter who can take the initiative to contact potential donors.

Applications Details:

Application Review begins immediately; Interviews begin in August.

Application Deadline: September 5,, 2019

Contact Name: Melissa Malen, PhD

Apply: <https://www.axylu-academics.com/2e-internship>

Questions: melissamalen.flc@gmail.com

Requested Documents: Resume and Statement of Interest

Background check for adults 18+ is required upon offer of internship.

Candidates will be asked to submit contact information for two references.