

Posting Date

May 18, 2022

Application Deadline

Rolling

Reports To

Executive Director or
Executive Assistant

Hours

Preference is given to students able to work 16+ hours (2 days) per week during the academic year and at least part-time (20 hours) during the summer.

Location

Memphis; Hybrid (remote and in-Person)

Compensation

Academic Credit and/or
Tennessee Living Wage Stipend

Organizational Summary

A child's foundations in life and learning are essential to lifelong success. First 8 Memphis (F8M) was founded to build an early care and education system that will allow every child in Memphis and Shelby County reach their full potential by focusing on building a strong start during a child's first 8 years of life. We are an advocacy, coordinating and convening organization working across the age spectrum and programs that support young children and their families including: home visiting, childcare, Pre-Kindergarten (Pre-K) and Kindergarten - 3rd grade supports. F8M's early care and education systems building work is conducted in collaboration with the F8M Leadership Council and other stakeholders. F8M is governed by a highly regarded Board of Directors who partner with staff to help reach our community and organizational goals.

Role Responsibilities and Duties

F8M intern(s) will gain valuable hands-on experience in research and program development, policy, advocacy and systems building, and administration. Project experience may include, but not limited to the following:

Role and Responsibilities

- **Research and Program Support:** Conduct research and literature review on early childhood, infant and early childhood mental health and/or the early care and education system; Write memos and contribute to reports
- **Communications:** Assist with crafting messages for social media, newsletter, and community blog
- **Administration:** Assist and build organizational mailing list(s); help with event management; maintain a calendar of dates and deadlines for grants and reporting; and assist with building organizational policies, procedural maps, and tools and resources to support the system and infrastructure of F8M strategic partners

Other duties will also be assigned. Interns will work with all staff and may report to the Executive Director or Executive Assistant.

Candidate Profile

Intern(s) must be a current student or recent graduate (within the past three months) of a degree awarding college or university. Success in this position requires an entrepreneurial spirit, deep empathy for issues and challenges faced by children and families in Memphis and Shelby County, exceptional written and verbal communication skills, and strong attention to detail.

Experience working with various Memphis and Shelby County communities, community organizations, and local officials, is strongly preferred.

Minimum Qualifications

Skills and Mindsets:

- Belief in and commitment to the mission and work of First 8 Memphis;
- Openness to giving and receiving frequent feedback;
- Demonstrated ability to work on a team;
- Ability to juggle multiple tasks and initiatives at once with little to no direction;
- Initiator, problem-solver, and creative thinker.

Physical Demands/Environmental Factors:

Duties will be primarily carried out indoors, in environmentally controlled conditions with more than 80% of work time at a computer, in virtual or in-person meetings, or on phone calls. Successful candidates will have proficiency with Microsoft Office suite of programs including Excel, PowerPoint and Word; G Suite; Social Media (Facebook, Twitter, etc.); and, basic web platforms and web browsers.

Commitment and Compensation

Application Process: Students/recent graduates interested in early childhood, infant and early childhood mental health, early childhood education, policy, and systems building and/or non-profits should apply. Please email a cover letter, resume, and a 2-3 page writing sample to opportunities@first8memphis.org. Your cover letter should include why you are interested in early childhood work. No phone calls, please.

Compensation and Benefits: Intern(s) will receive academic credit through their college or university and/or Tennessee Living Wage Stipend for their work with F8M. F8M offers a hard-working, friendly and committed team of colleagues. This temporary position is not eligible for benefits.

Equal Employment Opportunity: F8M is committed to an inclusive, fair, and equitable workplace where everyone is respected and valued as a member of the team. The organization ensures that its staff reflects the diversity of the children and families it serves. We are striving to attract, develop, and retain exceptional people, and to create a work environment that is dynamic, rewarding, and that enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds and levels of physical ability.

