



The School for Ethical Education
326 West Main St., Suite 204 Milford, CT 06460

Trustees

Michael Carter
Peter Donovan, Chair
Christopher Gallo
Joseph Mazzola
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Vincent Simko
David Wangaard

Paid Internship to support Communications Outreach

The School for Ethical Education (SEE) is a non-profit teaching agency that provides training and programs for character and ethics education. SEE uses the strategies of teacher training through in-service or college courses, district and school wide consulting and program administration to implement character education. SEE does not discriminate based on age, sex, race, religion, national origin, marital status, or handicap.

This internship is a part-time position in support of SEE's Communications Outreach and is 100 percent dependent upon grant funding or donations. Hiring preference will be given to upper classman and graduate students in business marketing, communication or video production.

Job Description

The intern's responsibilities will include: 1. Working with the Director to continue growth of SEE's data-base through website research and increasing SEE's contact lists in Excel files, 2. Supporting the use of relevant data-bases in the emailing of SEE newsletters and announcements, 3. Updating and correcting data bases when emails fail, 4. Supporting the marketing and creation of E-Commerce "courses", 5. Design and distribution of SEE E-Newsletters, 6. Support the development and creation of video ads and lessons, 7. Support marketing and marketing research for all SEE materials/projects, and 8. Other duties as assigned.

Founder

John Winthrop Wright

Work Hours and Location

Program work will be conducted primarily from SEE's offices in Milford. The days and hours are flexible (average 12 hrs/week) and will be arranged with the Director and in coordination with other intern schedules. Interns turn in a weekly timecard and will be paid at a rate of \$10.00/hour with a maximum 400 hours from September 1, 2016 to May 27, 2017. By accepting this position, applicants agree with all reasonable confidence that they will complete the project employment through May 27, 2017 and reserve the evening of Wednesday, May 3, 2017 for the agency's annual celebration dinner. There are no additional financial or leave benefits associated with this position. Dress code is considered business casual.

Application

Applications are available at SEE's website—www.ethicsed.org and should be completed and forwarded to Dr. David Wangaard at—dwangaard@ethicsed.org