



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

Paid Internship to support Laws of Life Essay Program (2020-21)

The School for Ethical Education (SEE) is a non-profit teaching agency that provides training and programs for character and ethics 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 Laws of Life Essay program. Hiring preference will be given to students who have completed their sophomore year in marketing or communication.

Job Description (Fall & Spring Semester)

The intern's responsibilities as a Project Coordinator will include supporting the Director in: 1. Recruiting Connecticut teachers (grades 5-12) to have students participate in the Laws of Life Essay Contest by mailings (electronic and traditional), phone calls, school recruitment visits, faxes, website, social media, and press releases, 2. Maintaining and updating contact files for program outreach, 3. Assisting in communication with project schools and donors, 4. Recruiting and facilitating communication with contest essay judges, 5. Supporting communication with essay participants (teachers and writers), 6. Soliciting gift bag awards for winners of the contest, 7. Supporting the hosting of an evening awards reception for contest winners on first Wednesday in May, 8. Completing a final contest report for funders, and 9. Other duties as assigned.

Work Hours and Location

- Program work will be conducted primarily from SEE's offices in Milford.
- The days and hours are flexible but should average 12 hrs/week and will be arranged with the Director.
- Interns turn in a weekly timecard and will be paid at a rate of **\$15.25/hour** with a maximum 440 hours from September 8, 2020 to May 21, 2021.
- By accepting this position, the applicant will agree with all reasonable confidence that they will complete the project employment through May 21, 2021 and participate in the agency's evening Celebration banquet on Wednesday, May 5, 2021.
- There are no additional financial or leave benefits associated with this position. Dress code is considered business casual.
- Individuals interested in this position should complete and submit SEE's online application at-- <https://www.ethicsed.org/employment.html>