



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

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## **Paid Internship to support Laws of Life Essay Program**

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 student programs, teacher training through in-service or college courses, district and school wide consulting 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 Laws of Life Essay program. Hiring preference will be given to college upper classman and graduate students in business marketing, communication or secondary education majors.

### Job Description (spring semester only)

The intern's responsibilities as a Project Coordinator will include supporting the Director in: 1. Disseminating information about the Laws of Life Essay program throughout Connecticut by mailings (electronic and traditional), phone calls, school visits, faxes, website and press releases, 2. Tracking all contacts made for assessment of contest community outreach, 3. Assisting in communication with project schools and donors, 4. Recruiting and facilitating communication with statewide essay contest judges, 5. Supporting communication with essay participants (teachers and writers) regarding notification of winners and awards reception, 6. Soliciting gift bag awards for winners of the contest, 7. Supporting the hosting of an awards reception for contest winners, 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 and in coordination with other intern schedules. Interns turn in a weekly timecard and will be paid at a rate of \$15.50/hour with a maximum 230 hours from February 10 to May 22, 2020. By accepting this position, applicants agree with all reasonable confidence that they will complete the project employment through May 22, 2020 and reserve the evening of Wednesday, May 6, 2020 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—  
<https://www.ethicsed.org/employment.html>  
and should be completed and submitted via the website.