



POSITION DESCRIPTION

JOB TITLE: Intern, State Policy and Implementation Support
DEPARTMENT: State Policy and Implementation Support
STATUS: Non-Exempt
REPORTS TO: Associate Director, EQuIP
EFFECTIVE DATE: October, 2014

ABOUT ACHIEVE

Achieve is an independent, nonpartisan, nonprofit education reform organization dedicated to working with states to raise academic standards and graduation requirements, improve assessments, and strengthen accountability. Created in 1996 by a bipartisan group of governors and business leaders, Achieve is leading the effort to make college and career readiness a priority across the country so that students graduating from high school are academically prepared for postsecondary success. When states want to collaborate on education policy or practice, they come to Achieve. At the direction of 48 states, and partnering with the National Governors Association and the Council of Chief State School Officers, Achieve helped develop the Common Core State Standards. Twenty-six states and the National Research Council asked Achieve to manage the process to write the Next Generation Science Standards. Achieve has also served as the project manager for states in the Partnership for Assessment of Readiness for College and Careers, which are developing next generation assessments. And since 2005, Achieve has worked with state teams, governors, state education officials, postsecondary leaders and business executives to improve postsecondary preparation by aligning key policies with the demands of the real world so that all students graduate from high school with the knowledge and skills they need to fully reach their promise in college, careers and life. For more information about the work of Achieve, visit www.achieve.org.

POSITION SUMMARY

The intern reports to the Associate Director and will play a critical role on the SPIS Team to support the EQuIP initiative, www.achieve.org/equip.

This internship will begin in Fall 2014 and run through the end of the academic school year (Spring 2015)

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intern's responsibilities include, but are not limited to:

- Support ongoing communication with and management of the EQuIP Peer Review Panel
- Assist with planning and executing EQuIP convenings and webinars
- Provide support to the team generating EQuIP training materials
- Support ongoing communication with and management of the EQuIP Peer Review Panel
- Track state and local CCSS implementation efforts; capture news developments and legislative and regulatory actions
- Provide general and administrative support to the State Policy and Implementation Support team as needed

WORKING RELATIONSHIPS

Internal: All Achieve Staff and consultants

External: Consultants

MINIMUM REQUIREMENTS

Bachelor's degree plus 2 years of teaching experience.

- Proven ability to manage multiple short and long-term projects in a fast paced environment.
- Effective time management skills.
- Ability to work well in a team environment.
- Proven research, writing and verbal communication skills.
- Knowledge of state education policy and reform initiatives preferred.
- Persistence, resourcefulness, drive and ability to work proactively.
- Ability to build collegial relationships with colleagues, state representatives, project consultants and others in order to achieve goals.
- Ability to work in a fast-paced environment, under considerable pressure and tight deadlines.

FOR CONSIDERATION

Please send a resume, cover letter and writing sample to jobs@achieve.org with the title of the position in the subject line.