



### **Community Education Intern for Leaders After Hours/The Leader.**

Are you interested in working in the field of education? Have you considered a career in educational administration or management? Do you have an interest in working in a community outreach setting? Are you looking for a great way to boost your resume and network with other educators and local school districts?

Consider applying for the Community Education Internship at The Leader/Leaders After Hours!

#### **Community Education Intern functions:**

- Social Media Management of Facebook & Twitter accounts
- Blog content curator
- Curriculum planning
- Reading & editing of student works
- Webinar and Project Based Learning series development
- Community outreach events planning, organization
- Student data management and recruitment

#### **In order to complete this internship, all potential candidates must have:**

- Valid NYS clearances/background checks to work in the schools with students
- Reliable transportation to and from The Leader, 34 West Pulteney Street, Corning, NY

Applicants must be ages 18 and older and have completed a minimum of 30 credit hours prior to their internship. Individuals with majors of Education and/or Educational Science preferred.

Flexible scheduling available. Must complete a minimum of 10 hours per week, per term. Some opportunities for remote work hours. Internship will be an unpaid educational experience.

Interested in learning more or applying? Contact Megan Cole, Educational Coordinator by phone at 607-936-4651 ext. 339 or by email at [mcole@the-leader.com](mailto:mcole@the-leader.com)



College Internship Application: Community Education Intern

**Fall Term: September-December 2015**

**DEADLINE: September 25, 2015**

Please note: By completing this application, you understand that acceptance as an intern is not guaranteed and that this will be an unpaid experience with Leaders After Hours/The Leader in Corning, NY. All interns will be responsible for providing their own transportation to The Leader, 34 West Pulteney Street, Corning, NY. Once interns have been chosen you will be notified and additional personnel/internship forms will need to be completed.

**Please fill out the following form completely.**

Name: \_\_\_\_\_ College or University: \_\_\_\_\_

Credit Hours completed as of September 1, 2015: \_\_\_\_\_ Grade Point Average: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please list any extra-curricular activities, such as clubs, organizations, teams, or committees that you have been a part of in your collegiate career: \_\_\_\_\_

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What skills and experiences do you hope to achieve from an internship experience with Leaders After Hours/The Leader? \_\_\_\_\_

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An internship with Leaders After Hours/The Leader is a professional experience where you will work with various departments, complete trainings, and have the opportunity to have some of your writing/work published as a contributor. What qualities do you feel you possess or exemplify that make you an ideal candidate for this experience? What previous experience may be useful as you complete this internship/shadow experience?

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**Please attach the following to your application:**

- 1) A copy of your transcript (unofficial or official)
- 2) Two Letters of Recommendation completed by individuals other than family members.
- 3) Copies of your background/clearances to work with students in NYS (If you do not have these copies, please provide a statement that you do not have this completed. All interns must have completed background checks/clearances before they are able to work in schools or with students.)

All forms may be submitted **in person** to The Leader or **by mail** to  
Megan Cole  
Educational Coordinator  
34 West Pulteney Street  
Corning, NY 14830

Applications with attached transcripts and letter may also be scanned and **emailed** to  
mcole@the-leader.com

