



Massachusetts PIRC

Parent Information & Resource Center

College Internship Opportunity: Fall/Spring/Summer (UNPAID)

Come join the Massachusetts PIRC and be a part of a dynamic team whose mission is to reform education through informing parents of their rights under the federal law *No Child Left Behind*. This is an exciting chance to learn about the groundbreaking law that seeks to improve all schools, giving ALL children a chance at a quality education and lowering the achievement gap between groups of students. We provide information to families in economically disadvantaged and culturally diverse communities statewide through the dissemination of resources and free workshops.

Primary responsibilities include:

Workshops/Presentations: Initiation, Organization, Design and Development

- Assist in the organization and preparation of educational resources and materials for workshops.
- Assist in maintaining database.

Resources: Collecting, Cataloguing, Maintaining, Sharing

- Assist in researching/gathering community, agency, and other resources available in Massachusetts and nationally.
- Catalogue and maintain system for keeping track and updating these resources.
- Share resources with project staff and others as appropriate.

Project Promotion/Social Marketing

- Assist in the creation of Toolkits for families.
- Assist in dissemination and promotion of Massachusetts PIRC materials.

Team Membership and Planning

- Participate in team meetings, services, and strategic planning sessions as appropriate.
- Attend project activities with constituencies, as appropriate, i.e. parent workshops, family resource fairs, and early childhood programs.
- Gain experience working in a large parent advocacy organization: the Federation for Children with Special Needs.

Qualifications:

- Good communication, organization and writing skills.
- Excellent computer skills.
- Ability to multi-task.
- Ability to work both independently and as part of a team in a fast-paced environment.
- Good sense of humor and willingness to learn.

For more information, check us out at: www.pplace.org.

To apply please send your resume and a cover letter to:

Massachusetts PIRC; Federation for Children with Special Needs

1135 Tremont St. Suite 420, Boston MA 02120

Attn: Workshop & Resource Coordinator, Ms. Bria D'Amico

Or email:

bdamico@fcsn.org