



**For Love of Children**

**City Leaders Program  
Project Based Learning Program Intern Job Description  
OUR MISSION**

For Love of Children (FLOC) is a community-based nonprofit organization in Washington, DC. Since 1965, FLOC has created innovative programs that address the needs of our city's most vulnerable children and families. FLOC's mission is to provide educational services beyond the classroom that help students with high academic and financial need succeed from first grade through college and career.

The City Leaders Program is looking for an Intern to support with our Project Based Learning component. FLOC's City Leaders Program is a year-long program designed to challenge and empower students to become effective leaders within their community and confident self-advocates. The City Leaders Program offers students the opportunity to select an area of interest that they are most passionate and apply classroom knowledge to real world applications in a project-based learning environment. Students will work throughout the year with volunteer coaches to complete 2 semester long projects. *This school year projects are Self Portraiture and a 3 series Podcast.*

**Interns will be exposed to:**

- Community and Organizational Partnerships
- Programmatic Structures and Strategies
- Educational Approaches and Strategies
- Volunteer Engagement
- Database maintenance
- Qualitative and Quantitative reporting
- Student and Family Engagement
- Team Meetings

**Responsibilities:**

- Support with facilitation of project-based learning programs (STEAM) to project completion
- Assist with program logistics, including, but not limited to: setting up program space, contacting participants, organizing program materials
- Maintain reporting data: Attendance records/sheets, administering pre- and post-program evaluation surveys
- Support with planning of special events
- Solicit local companies and organizations for donations of services and/or goods

**Qualifications:**

- Some college required
- Demonstrated interest in educational programming and youth development
- Experience with capstone projects
- Experience with Microsoft Office, Google Apps and Online Research
- Must be motivated, organized and possess excellent communication skills

**Schedule and Compensation:**

- Start date: 09/09/2019 End date: 05/15/2020
- 25 hours per week around program times (Monday thru Thursday 12-8 pm, Fridays 9-4 pm) *schedules discussed during interview and confirmed once accepted*
- \$800 monthly stipend, street parking, Potomac Ave. metro one block distance

Interested candidates should send resume and letter of interest to Shawn Wilds at [swilds@floc.org](mailto:swilds@floc.org). Positions are open until filled. FLOC employs interns during the academic year and summer.