



# Internship Opportunities

East New York Preparatory Charter School's mission is to ensure students exceed grade level standards. We provide a rigorous curriculum, disciplined environment, and supportive community, where students are academically and socially prepared to excel in demanding college preparatory high schools.

*Background:* East New York Prep opened its doors in September 2006 to 100 kindergarten and first grade students and now serves approximately 150 students in grades K through 2. Pursuant to its charter, East New York Prep will expand each year until it is at capacity, serving a maximum of 400 students in grades K-8. We are committed to the success of each student through our academic curriculum, frequent internal assessments, supportive school culture, compulsory parental involvement and strict code of conduct. Our extended school day and year will allow teachers to delve into topics in a comprehensive manner and to provide our students with a structured and focused environment in which to succeed. All students at East New York Prep will learn how to THINK – possess **T**olerance, remain **H**ardworking, walk with **I**ntegrity, accept or supply **N**o excuses and capture **K**nowledge. Additional information about East New York Prep's mission, vision, and educational program can be found at [www.eastnyprep.org](http://www.eastnyprep.org).

We are currently looking for interns who are willing to make a difference in the East New York/Brownsville community. Every child deserves an excellent education and we desire to provide our students with nothing but the very best. However, this can not be accomplished without support. We are recruiting students from all different backgrounds (i.e. education, business, liberal arts, computer technology, advertising and marketing) and high schools/colleges and universities to help us accomplish our goals.

We recognize that every individual will be helpful in some way and therefore we welcome your talents. This internship will be an exciting opportunity where you will learn new and different skills as well as work with professionals who are highly motivated and committed to making East New York Prep a superior school. Most of all, as an intern, you will ultimately be making a difference in the lives of children. Below is a list of possible internship positions.

## Positions Available:

- **Tutors:** We are looking for tutors in Reading, Writing, Math, Science and Social Studies. You will be working closely with our teachers, classroom assistant and Director of Curriculum and Instruction.
- **Mentors:** Many of our children need mentors who they can look up to and who are positive role models in their communities. We are interested in developing a well-structured mentoring program for our students.
- **Recruiters:** We need individuals who have good communication skills, are very persuasive, and have an interest in informing the public about our school. Recruiters will assist with student recruitment.
- **Researchers:** Research interns will identify successful practices and programs at other charter schools and provide feedback to our staff about what models we might incorporate at East New York Prep.
- **Grant Writers:** We are seeking students who love to write and write well. We must continue to raise money so that East New York Prep has sustainable funding for future years. Grant writers will help prepare proposals.
- **Office Management:** Interns in this position will get a first-hand perspective on the internal workings of a start-up organization.

## Application Process & Deadline:

All applications will be reviewed on a rolling basis. We encourage applicants to submit materials as soon as possible. If you are interested in applying for any of the above positions, please submit a cover letter and resume to [jobs@eastnyprep.org](mailto:jobs@eastnyprep.org). In your cover letter, please answer the following questions: (1) What position(s) are you interested in and why? and (2) What skills can you contribute to East New York Prep? Also, include in your essay what days and hours you will be available to work. This is an unpaid internship. However, students may be eligible for work study.