



Summer Operations Intern

Summer 2022 | Location: Newton, MA

WPS seeks two college students to serve as Summer Operations Interns (“Intern”) to support the delivery of WPS’s Foundational Teacher Fellowship during the summer of 2022. This role is ideal for college students excited by the opportunity to learn the importance of operations to planning and hosting a large-scale event. Through this experience, the Intern will contribute to the growth and development of teachers from across the United States.

ABOUT WPS AND ITS PROGRAMS

WPS is a non-profit education organization that believes teaching and learning are the most transformative of human endeavors. Building on this philosophy, WPS is preparing to host over 100 teachers that will be participating in the final session of the Foundational Teacher Fellowship and other professional development programs during the summer of 2022. The Fellowship is a year-long professional learning experience for seasoned educators serving high need communities across the country. The final session of the Fellowship will be held on WPS’s campus, with teachers staying at a hotel in the Boston area.

WPS’s campus is in Newton, MA, located a 10-minute walk from the MBTA Green Line Newton Center stop.

ABOUT THE ROLE

WPS seeks rising college sophomores, juniors, or seniors to serve as Summer Operations Interns to help plan and support operations that are critical to delivering rich in-person, learning experiences for educators. The Operations Intern will report to the Senior Operations Manager and meet on a regular basis to receive guidance, feedback and support. The Internship will start on June 13 and conclude on July 15, 2022. The Intern’s typical day will start at 9:00 AM and end around 3:00 PM – hours may vary in July. Any changes to the schedule will be communicated by the Senior Operations Manager. Interns will receive an hourly rate of \$18.00 as well as an MBTA pass.

Responsibilities

Below are the core responsibilities for an Intern.

- **Administration and Marketing:** Various administrative and marketing tasks, including social media marketing and support managing our CRM/Database;
- **Work Space:** Help set-up, resupply and maintain multiple work spaces for WPS staff;
- **Procurement:** Help order, manage, and distribute inventory of office supplies that may be needed by WPS staff and program participants;



- **Classroom Set Up:** Help arrange tables, chairs, white boards, markers and other supplies based on the programming scheduled for each day and space; Learn and be responsible for turning on air purifiers and lights;
- **Printers and Copiers:** As needed, monitor and replace toner cartridges and paper;
- **Signage & Way-Finding:** Produce and place indoor and outdoor signage to help program participants navigate between and within campus buildings; as needed help direct program participants to bathrooms, buildings, buses;
- **Meals and Snacks:** Help receive and set-up daily meals and snacks in both indoor areas and outdoor tents;
- **Preparing and Distributing Materials:** Support printing, binding, stapling, organizing and distributing course and other program materials.
- **Unanticipated Needs:** Support WPS staff and program participants with a range of unanticipated requests, which may include:
 - Retrieving additional materials, supplies, or snacks
 - Answering questions about the schedule
 - Receiving and passing along feedback from program participants
 - Helping track down items lost or misplaced by program participants
 - Helping to clean or report any accidental spilling of liquids or food
- **Communication:** Communicate with the Senior Operations Manager on a frequent basis to address any questions or unanticipated issues that arise.

Desired Mindsets, Experience, and Qualifications

- Be a rising sophomore, junior, or senior at a 4-year college
- Display curiosity and commitment to learning about Operations
- Interest in social media marketing and learning Customer Relationship Management (CRM) platforms
- Possess interest and/or experience in program or events coordination
- Exhibit strong collaboration and communication skills
- Detailed oriented and able track a daily schedule, list of tasks, requests and incorporate updates
- Demonstrate enthusiasm for taking on a wide range of tasks and seeing them through completion
- Possess a service orientation to ensure WPS staff and program participants have a rich experience
- Demonstrate openness to seeking and receiving both help and feedback
- Willingness to share their personal high school and college experience including accomplishments, challenges, areas of growth
- Ability to commute daily to WPS' campus in Newton Centre, MA (accessible by MBTA green line) and participate remotely via Zoom and/or other online platforms as needed.
- The role requires walking between various buildings, spending time both indoors and outdoors, and frequently lifting and moving supplies weighing up to 25 pounds.



APPLY

Candidates are invited to submit a cover letter and resume to careers@wpsinstitute.org. Please include the job title Summer Operations Intern in the subject line of your email.

WPS is an equal-opportunity employer and does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status