



## **Association of Teacher Educators Spring / Summer 2025 Communications Internship**

**Purpose:** The Association of Teacher Educator's (ATE) internship will emphasize experiential and mentored learning experiences, providing students or recent graduates an opportunity to apply their academic knowledge and skills in a meaningful and practical way. ATE is committed to developing the future workforce by encouraging interns to explore various career paths in an education nonprofit setting that values diversity and inclusion. Through this internship, individuals will be exposed to ATE's educational culture; support ATE's mission to promote quality educator preparation through exemplary clinical practice and research; and build upon their career goals. ATE encourages promising and talented students from traditionally underserved and underrepresented populations to apply.

**Internship Description:** The Intern is responsible for assisting with implementing and monitoring projects under the direction of the supervisor and works closely with and supports the needs of the ATE business operations team. Projects include but are not limited to content development for the website, drafting communications, preparing digital newsletters, and updating organizational documents (policy, curricular, and business). The Intern will work closely with team members to help enhance the organization's website, produce a series of podcasts, and have an opportunity to engage with cross-functional initiatives within the organization.

### **Responsibilities:**

- Assist with projects related to content development and management of the organization's website.
- Draft communications, newsletters, press releases, pitches and design content.
- Compile resources and documentation for business functions and build media lists.
- Create charts, graphics, and design slide decks for quarterly reporting.
- Review and proof communications and talking points.
- Initiate creative projects, such as, development of blogs, video vignettes or podcasts.
- Work collaboratively with staff, leadership, members, and external constituencies.
- Coordinate and schedule online team meetings and information sessions.
- Establish and manage a cadence for cross-functional calendar communications.
- Participate in team brainstorm sessions and meetings.

### **Skills and Experience Requirements:**

- Excellent written and verbal communications skills, including experience with proofreading, and condensing complex information into quick summaries.
- Marketing, communications, and storytelling skills.

- Strong technical and organizational skills.
- Fluency with Microsoft 365 including but not limited to Word, Excel, PowerPoint.
- Familiarity with web and digital marketing strategies, basic HTML, and Adobe editing products.
- The ability to work collaboratively within a team environment.
- Creative self-starter with good time management, and the ability to communicate in a professional manner.
- U.S. Citizenship

**Eligibility Requirements:** Actively pursuing a bachelor/graduate degree in Communications, Journalism, Computer Science, Business, or related field with a strong record of academic achievement. For undergraduate majors, a rising Senior is preferred. Fall 2024 graduates will be considered.

**What We Offer You:**

- The opportunity to work with a team of talented, dedicated leaders and educators.
- A constant stream of new things to learn and an opportunity for growth & mentorship.
- Exposure to an education non-profit business and management environment.
- A dynamic, collaborative, and supportive work environment.
- Compensation as paid Intern.

**Duration:** The remote paid internship will take place in spring 2025 through summer 2025. The internship runs for a minimum of 10 weeks, up to a maximum of 20 consecutive weeks with start dates between December 2024 and April 2025. Earlier start dates are preferred. Applicants should be available to participate 10-15 hours per week in the internship.

**About ATE:** The Association of Teacher Educators (ATE) was founded in 1920 and is the only national, individual membership organization devoted solely to the improvement of teacher education for both school and postsecondary teacher educators. ATE members represent over 650 colleges and universities, 500 major school systems and the Association represents its members’ interests before governmental agencies and educational organizations. ATE’s representational form of governance offers members an unusually high level of opportunity for national leadership. The Association publishes two professional journals and conducts an Annual Meeting and Summer Conference with sessions intended to help members in their careers and to improve teacher preparation. ATE is a 501-C3 non-profit education organization. You can learn more about ATE and its work at [www.ATE1.org](http://www.ATE1.org)

**Application Process:** Completed application, resume and cover letter, one work sample, academic transcript (may be unofficial), and two letters of recommendation, one of which is an academic reference. All application material (except recommendations) should be submitted through the following google form: [ATE Internship Application](#). Letters of recommendation should be addressed to ATE’s Executive Director, Dr. Alisa Chapman, and sent via email ([info@ate1.org](mailto:info@ate1.org)). The application deadline is November 29, 2024. Applications will be reviewed on a rolling basis as submitted.