Job Title: Resource Team Intern  
Reports to: Program Coordinators, Data Manager  
Status: Intern, temporary (8 hours per week)

Literacy Connects is a Tucson nonprofit serving children and adults through literacy and arts programming that creates solutions to many of society’s most persistent problems. From reducing unemployment and poverty to increasing economic growth and opportunity, literacy is key to a better future for all of us.

From birth throughout adulthood, Literacy Connects’ programs offer opportunities for learners of all ages to realize their potential — at school and in the workplace, as parents, as consumers and as participants in the life of our community. Last year, our staff and more than 1,500 dedicated volunteers helped more than 50,000 individuals in Southern Arizona. The programs of Literacy Connects coach children in reading so they catch up with their peers and help adults with reading, writing, math and English. The programs teach parents the importance of reading to their children, help young people experience the power of words and ideas through the arts, and put books in the hands of people who need them.

**Our mission:** Connecting people of all ages to a world of opportunities through literacy and creative expression.

Job Description for this unpaid internship:
- Draft multiple versions of correspondence to be used for thank you letters, invitations, press releases, newsletters, program updates, and other documentation as needed
- Assist with event marketing and other marketing initiatives
- Provide administrative assistance with various projects

Qualifications:
- Must attend Literacy Connects Info session
- High school diploma or GED or equivalent
- Ability to complete paperwork thoroughly and in a timely manner
- Excellent written and verbal communication skills
- Ability to provide exemplary customer service
- Ability to work independently and as part of team

**Hours:** 8 hours per week (Typical work hours available between 9am and 5pm, Monday through Friday. Additional evening and weekend hours may be required occasionally with advance notice.)

**Website:** [www.literacyconnects.org](http://www.literacyconnects.org)

**Contact:** Send email with resume and letter of interest to
Rebecca Werner  
rwerner@literacyconnects.org

**Literacy Connects is an equal opportunity employer and prohibits employment (be it as a volunteer or paid staff) discrimination based on race, color, sex, marital or familial status, sexual orientation, gender identity, age, religion, veteran status, national origin, ancestry or disability.**