Internship Opportunity:

Great for students of any major interested in learning about a career in the nonprofit sector

Reading to Kids is a non-profit organization dedicated to inspiring underserved children with a love of reading, thereby enriching their lives and opportunities for future success. *Reading to Kids* organizes monthly Saturday reading clubs at seven Los Angeles area elementary schools. At our reading clubs, pairs of volunteers read aloud to small groups of children and each child receives a book for attending. *Reading to Kids* also donates books to the school libraries and offers parents training to learn to encourage their children to read at home.

Internship Opportunities!

Reading to Kids interns support the day-to-day operations of the office, in addition to taking on individual, long term projects. Interns should expect to learn the ins and outs of running a small non-profit, including but not limited to: marketing, grant-writing, volunteer recruitment and coordination, community and school relations, program evaluation, and administrative operations.

Interns will communicate with our participating schools and community partners, prepare grants for major local and national foundations, prepare and analyze data from evaluation surveys, assist in the preparation for each month's reading clubs, and enjoy a relaxed and fun working environment.

It is *Reading to Kids*' hope that interns emerge from this experience with **a sense of community organizing at its best** and with a strong educational and employment experience that will serve them in years to come. This is a great opportunity for students interested in a career in the nonprofit sector.

We are seeking motivated and mature candidates with outstanding oral and written communication skills, office experience, enthusiasm for non-profit work, and strong organizational skills. Experience with Microsoft Word, Excel, and FrontPage/Expression Web is a plus. The internship is unpaid, but interns may be able to obtain work-study.

For more information, visit www.readingtokids.org. To apply, e-mail your resume and cover letter to Charlie Orchard, *Reading to Kids* Managing Director. Charlie.Orchard@readingtokids.org