



Nativity School of Worcester

Graduate Summer Intern

www.nativityworchester.org

Our Mission:

Founded in 2003, Nativity School of Worcester is an accredited, independent, Jesuit middle school that provides a quality, all-scholarship education to underserved boys of all faiths. Drawing upon four pillars - strength, scholarship, character, and service - a Nativity education inspires self-discovery, responsibility, spiritual growth, and a lifelong dedication to learning.

Summary: The Nativity Graduate Intern will assist the Principal, Administration, Teachers, and Fellows in the running of the four major components of the school - programming, advancement, graduate support and operations over a ten-week period.

Dates: Monday, May 23rd through Friday, August 5th, from 8am-4pm. Hours may change depending on the school day schedule.

Stipend: The graduate who secures this 10-week, full time internship will receive a \$5,700 stipend.

Deadline to Apply: Thursday, April 14th at 11:59 pm EST.

Reports to: Principal and Assistant Principal

Essential Responsibilities:

The internship will comprise of both long-term and short-term projects. The Graduate Summer Intern will be working collaboratively on a team with 1-3 other interns. Each intern must be self-motivating, adaptable, and able to work individually and on a larger team. Interns will work on a variety of projects. Some of the projects include the following:

- **Pre-Summer Session Support Person** - helping teachers and administration organize the materials and resources necessary for a successful summer session (e.g. bulletin board design/creation, basement/classroom organizing/cleaning, creating summer session binders, setting up classrooms, etc.)
- **Summer Session Counselor** - serving in a variety of capacities (mentor/coach/chaperone) as a Summer Session Counselor for our students at our mandatory three-week summer session. Interns will spend a significant amount of time in the classroom, collaborating with teachers, interacting with students, providing assistance on field trips, and preparing for school-wide morning presentations.
- **Advancement Assistant** - assisting with the fundraising database and working on projects geared to raise awareness of the school in the local community (filing, data collection/entry, research, reviewing grants, social media strategies, calling donors).



- **Graduate Support Assistant** - assisting the graduate support staff members update our graduate (alumni) database and help create a database of resources for secondary schools.
- **Operations Assistant** – assisting the Operations Manager with general upkeep of our school (harvesting/watering the community garden, organizing clothing/item donations for the school store, etc.).

Prior interns: Shadrach Adu-Boateng '14 Hurtado Class
Rohshan Khalili '12 Champion Class
Christopher Daviau '12 Champion Class
Demetrius Safford '11 Pro Class
Jordy Melendez '08 Faber Class
Melvin Kaska '08 Faber Class
Joveto DeCarvalho '07 Xavier Class
Juan Beato Lopez '06 Ignatius Class
Jacob Kelley '06 Ignatius Class
Lance Evans '06 Ignatius Class

Qualifications: Must be a graduate from either the Fernando or Brooks Classes.

- Positive, enthusiastic mindset.
- Initiative.
- Organized.

To Apply: Submit a resume and cover letter by email careers@nativityworchester.org or mail.

Please address your cover letter to:

Emily Kent
Principal
Nativity School of Worcester
67 Lincoln St.
Worcester, MA 01605