



## Nativity School of Worcester

*Graduate Summer Intern*

[www.nativityworchester.org](http://www.nativityworchester.org)

**Our Mission:** Founded in 2003, Nativity School of Worcester is an accredited, independent middle school that provides a holistic, tuition-free, faith-based education rooted in Ignatian values to students of all faiths from under-resourced communities. 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 Worcester Graduate Intern(s) will support multiple areas of school operations during the summer months while working collaboratively with a small team of interns. Interns should be self-motivated, adaptable, and able to work both independently and as part of a team while contributing to a variety of short- and long-term projects that support students, staff, and the broader Nativity Worcester community.

**Dates/Schedule:** June and the first week of July will focus on building-related tasks, supporting individual departments as needed, and preparing for Summer Session. In June, interns will work three days per week (Tuesday-Thursday), as well as Friday, June 6 for NSW Graduation. During most of July, interns will be student-facing, working closely with students and staff in classrooms, on field trips, and during other Summer Session activities. In July, interns are expected to be present Monday-Friday, with the exception of the final week. **All work days run from 8am-3pm.** Specific details are below:

Internship Week/Dates	Working Days
Week 1/June 1- June 5, 2026	Tuesday - Friday
Week 2/June 8 - June 12, 2026	Tuesday - Thursday
Week 3/June 15 - June 19, 2026	Tuesday - Thursday
Week 4/June 22 - June 26, 2026	Tuesday - Thursday
Week 5/June 29 - July 3, 2026	Tuesday - Thursday
Week 6/July 6 - July 10, 2026	Monday - Friday
Week 7/July 13 - July 17, 2026	Monday - Friday
Week 8/July 20 - July 24, 2026	Monday - Friday
Week 9/July 27 - July 31, 2026	Tuesday - Thursday

## Key Responsibilities:

- **Pre-Summer Session Support**
  - Assist teachers and administrators in preparing materials and resources for the three-week Summer Session
  - Help organize classrooms and shared spaces (including classroom and storage areas)
  - Create and assemble Summer Session binders and materials
  - Design and set up bulletin boards and classroom spaces
  
- **Summer Session Counselor**
  - Serve as a mentor, coach, and chaperone for students during the mandatory three-week Summer Session
  - Support teachers in the classroom and assist with instructional activities
  - Interact with and support students throughout the school day
  - Assist with field trips and school events
  - Help prepare and participate in school-wide morning presentations
  
- **Advancement Support**
  - Support development and fundraising efforts through database updates and organization
  - Assist with data entry, filing, and donor communications
  - Conduct research on grants and fundraising opportunities
  - Contribute to projects that raise awareness of Nativity Worcester in the local community, including social media initiatives
  
- **Graduate Support Assistance**
  - Help with a variety of tasks supporting the Graduate Support Program
  - Help update and maintain the graduate database
  - Assist with organization and set-up of Graduate Support spaces
  - Conduct inventory of Graduate Support library and prepare materials needed for the upcoming school year
  
- **Operations Support**
  - Support the Operations Manager with general school upkeep
  - Help maintain the community garden (watering, harvesting, basic care)
  - Organize clothing and item donations for the school store
  - Assist with general organizational projects that support the school environment

## Qualifications:

- Nativity School of Worcester graduate
- College-aged (18-22)
- Self-motivated, organized, and adaptable
- Comfortable working both independently and collaboratively
- Strong communication skills
- Willingness to engage actively and enthusiastically with students and staff

**Reports to:** Director of Graduate Support & External Partnerships

**Stipend:** \$5,000 for the entire June through July internship. You will be paid a portion of the stipend every two weeks, totaling \$5,000 in pay.

**Deadline to Apply:** Friday, April 10, 2026

**To Apply:** Submit a resume and cover letter by email to [careers@nativityworchester.org](mailto:careers@nativityworchester.org) or mail.

Please address your cover letter to:

Adriana Allen  
Operations Manager  
Nativity School of Worcester  
67 Lincoln St.  
Worcester, MA 01605