

Dreams for Schools

16391 Scientific

Irvine, CA, 92618

www.dreamsforschools.org

www.appjamplus.com

COMPANY DESCRIPTION

Dreams for Schools oversees programs and initiatives that contribute to educating youth about Science, Technology, Engineering & Math fields.

AppJam+, the main outreach program of Dreams for Schools, is a program in which the concept of building software in a short period is used as a tool to excite and inform middle school students about careers in STEM fields while teaching them the creative and hands on technical process of mobile application development. Middle school students receive mentorship from college undergraduates and learn to make Mobile apps over 8-10 weeks, which will be utilized by early learners.

DUTIES & RESPONSIBILITIES

- Operations Intern
 - Work with team to run AppJam+ program (recruitment, trainings, showcase, etc.)
 - Manage relationships with schools and partners
 - Assist with administrative tasks
 - Identify problems and inefficiencies to find solutions
 - Ensure organization and program runs smoothly
- Marketing Intern
 - Assist in the creation of social media campaigns, online promotion, etc.
 - Assist in the distribution or delivery of marketing materials
 - Assist with execution of showcase finale from marketing standpoint
 - Perform analysis of marketing and sales data
 - Tracking public relations activity
- Grant Writer Intern
 - Responsible for conducting activities required to prepare, submit, and manage grant proposals to foundation/corporations
 - Perform research on prospective foundations/corporations to evaluate potential grants
 - Work with finance to gather information to report to funders on current grant programs
 - Maintain current grant database and in paper files (tracking and reporting)
 - Track statistics relevant to program development necessary for future grants
 - Assist with other fundraising projects as requested
- Finance & Outreach Intern
 - Work with the team to forecast, organize and implement partner/outreach programs
 - Seek and secure financial and in-kind support
 - Expand and improve existing Partner and Outreach program
 - Communicate with partners prior to, during and after event
 - Prepare and manage annual partnerships budget

QUALIFICATIONS & REQUIREMENTS

- Experience working in deadline-driven environments
- Experience with Microsoft Office (Excel, Word and PowerPoint)
- Experience with Google Drive
- Able to monitor and meet goals
- Multi-tasking, organizational, time-management skills are valued
- Self-Driven, able to work independently with limited supervision
- Ability to have a car & drive are a plus

TIME COMMITMENT

These are the requested periods of time by the employer

- 1-term (50-100 hours/10 weeks)
- 2-term (50-100 hours/20 weeks)
- 3-term (50-100 hours/30 weeks)
- 2-summer term (50-100 hours/10 weeks)

HOW TO APPLY & DEADLINE

Email us at info@dreamsforschools.org for more information or if you would like to apply. Applications are accepted year round. This is an unpaid internship.

CONTACT INFORMATION

For more information, please contact Audrey Auyang at audrey@dreamsforschools.org or at [626-290-7665](tel:626-290-7665). You can also visit our websites: www.dreamsforschools.org and www.appjamplus.com.