Western Massachusetts Writing Project Internship

Name of internship:
Western Massachusetts Writing Project Communications Assistant

Semester and number of credits:
Fall 2017, 1-3 credits (negotiable)

Description of internship:
The Western Massachusetts Writing Project is seeking a student to support a well-established partnership between UMass and regional PK-12 schools. WMWP’s mission is to support teachers in the teaching of writing and the teaching of content through writing. The WMWP network includes hundreds of teachers. The intern would be responsible for communicating with teachers through the WMWP website, social media, newsletters, and direct e-mail contact; as well as for archiving materials, recordkeeping for reports, and organizing office supplies and resources.

Requirements and desired experience and skills:

Required
• Interest in supporting and connecting with teachers and students
• Strong communication skills across a variety of media: Facebook, website, listserv, e-mail
• Experience with (or ability to learn) desktop publishing principles and InDesign platform
• Familiarity with standard Office software (Word, Excel, PowerPoint) and Google Drive apps.
• Ability to archive and organize digital files and manage information in online platforms
• Ability to inventory materials and determine needs for future programming
• Ability to conduct and report research for other members of WMWP leadership team

Desirable
Experience, skills, or interests related to any of the following:
• Video creation (shooting and/or editing)
• Photography
• News writing
• Infographics
• Marketing
• PK-12 education
• Writing instruction

Information about the organization:
The mission of the Western Massachusetts Writing Project, a local site of the National Writing Project, is to create a professional community where teachers and other educators feel welcomed to come together to deepen individual and collective experiences as writers and our understanding of teaching and learning in order to challenge and transform our practice. Our aim is to improve learning in our schools – urban, rural and suburban.

Professional development provided by the Western Massachusetts Writing Project values reflection and inquiry and is built on teacher knowledge, expertise, and leadership.

Central to our mission is the development of programs and opportunities that are accessible and relevant to teachers, students, and their families from diverse backgrounds, paying attention to issues of race, gender, language, class and culture and how these are linked to teaching and learning.

For more information about WMWP, visit [www.umass.edu/wmwp](http://www.umass.edu/wmwp).

How to apply for this internship:
Please send an email expressing your interest in this position, along with an up-to-date resume, to WMWP Site Director Bruce M. Penniman at penniman@english.umass.edu. Applications received by or before Friday, September 8, will receive priority consideration, but applications will be accepted until the position has been filled.

Questions about this internship? Contact Bruce Penniman (penniman@english.umass.edu) or Janine Solberg (jlsolber@english.umass.edu).