

Education Internship

Programs & Communication - Education

Compensation: \$2,500.00

Application deadline: March 24, 2024

The Mississippi Department of Archives & History (MDAH) seeks an enthusiastic and creative individual to join the MDAH education team as an *Education Intern*. The intern will collaborate with the education team to develop a digital educational resource based on primary sources, which can be utilized in classrooms throughout Mississippi. In addition to classroom resources, the intern will work with the education team on traveling trunks, programming for the annual fall teacher workshop, and the Freedom Summer Teacher Institute. Throughout the summer, there will be opportunities to help with National History Day preparation, as well as other projects.

Primary Responsibilities:

- Create one digital primary source-based education resource.
- Assist in the scheduling and preparation of traveling trunks.
- Send out email reminders and correspondence for staff and participants of the Fall Teacher Workshop.
- Assist in the preparation and execution of the Freedom Summer Teacher Institute.
- Present a final project report at the Intern Expo on July 25.

Requirements:

- Interest or previous experience in educational settings; history or education majors preferred.
- Excellent written skills.
- Strong communication and interpersonal skills, both digital and in-person.
- Good organizational skills and attention to detail.
- Experience with research.
- Proficient in Microsoft Office suite and Google tools.

Time Commitment:

This internship spans from June 3 to July 26, with a minimum requirement of 160 hours. The working hours are flexible, Mondays through Fridays, between 8:00 a.m. and 4:30 p.m. Must be available in person for the Freedom Summer Teacher Institute: July 8-12 and 22-26, 2024. The specific schedule will be established in accordance with the availability and mutual agreement between the intern and MDAH staff.

How to Apply:

Submit an online application through the [MDAH website](#) by March 24, 2024.

For more information, please contact the Human Resources Program Manager, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.