

## Education Internship

*Programs & Communication - Education*

**Compensation:** \$2,500.00

**Application deadline:** March 11, 2025

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 and programming for the annual fall teacher workshop. Throughout the summer, there are 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.
- Conduct research and edit other projects that may arise.
- Present a final project report at the Intern Expo on July 28.

### 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.
- Proficient in Microsoft Office suite and Google Tools.
- The ability to work independently and navigate the digital archives.
- Interest in planning programs and logistical information is a plus.

### Time Commitment:

This internship spans from June 2 to July 31, with a minimum requirement of 160 hours. Hours are flexible, Mondays through Fridays, between 7:30 a.m. and 4:30 p.m. The schedule will be determined based on availability and agreements between the intern and MDAH staff.

### How to Apply:

Submit an online application through the [MDAH website](#) by March 11, 2025.

For more information, please contact the HR Programs Manager, Erin Blackledge, at (601) 576-6985 or [eblackledge@mdah.ms.gov](mailto:eblackledge@mdah.ms.gov).