



Title: Programs Assistant (Internship, Volunteer, or FWS)

Organization: Podium is a local, non-profit organization. We work with Richmond middle and high school students to explore their passion for the literary arts while learning writing and communication skills through after-school programs, our summer teen leadership conference, open mic showcases, and by publishing literary zines and journals.

Description: Podium is a local, non-profit organization. We work with Richmond middle and high school students to explore their passion for the literary arts while learning writing and communication skills through after-school programs, our summer teen leadership conference, open mic showcases, and by publishing literary zines and journals.

Responsibilities include:

- Assist with workshop creation
- Collect/organize attendance records, permission slips, student info, etc.
- Review and organize daily reports
- Assist with facilitating weekly youth programs

Scheduling: Applicants must be available a minimum of two days, Mon - Thurs, ranging from 3 – 6:30 pm. Other hours are flexible.

Qualifications: Language, communication, education, and social work majors are especially encouraged to apply. Applicants must have creative and critical thinking skills, excellent written and oral communication, an ability to work as a team, and have passion for working with youth. *Applicants must have reliable transportation.* Editorial or writing experience preferred. Previous experience mentoring or working with youth preferred.

This position is unpaid. Academic credit available. The Podium office is located at 200 S 3rd St, Richmond, VA., approx. 4 min from VCU. The GRTC campus connector stops 3 blocks away.

Contact Candace Weather, candace@podiumrva.org for more information or to apply.

To apply: Please submit a resume and copy of your class schedule along with your application, found [here](#) or at podiumrva.org/internship.