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.

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TRAVELING IS CRITICAL TO PROGRAM VOLUNTEERING. We are a multi site location that provides services to youth in their schools and community centers. You will be required and expected to transport yourself to and from programs. If you agree to this, please check this box.

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.