



## **Title: Programs Assistant (Internship & Volunteer)**

**Position:** To fit your needs, this position can serve as: 1. a 3-credit internship in conjunction with your department or as 2. professional volunteer experience.

**Organization:** Podium is a local, non-profit organization serving youth ages 11 – 19 across Greater Richmond and the Tri Cities. In after-school and summer programs, youth build the writing, communication, and leadership skills they need to succeed in school, career, and in life. Podium hosts weekly workshops, summer teen professional development opportunities, produces quarterly showcases, and publishes youth literary zines and journals.

### **What We're Looking For**

- Publication & Editorial Work
- Workshop Design & Facilitation
- Youth Development & Mentorship
- Organizational & Administrative Skills
- Written & Verbal Communication
- Event Coordination
- Technical Proficiency

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

- Intern and volunteer positions are available for Fall, Spring, and Summer semesters.

**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 3<sup>rd</sup> St, Richmond, VA.

Contact the Program Director Charmeya McMurray, [charmeya@podiumrva.org](mailto:charmeya@podiumrva.org) for more information.

To apply, visit [podiumrva.org/internship](http://podiumrva.org/internship) or scan the QR Code below:





## Join Our Team as a Programs Assistant

### Internship & Volunteer Opportunities at Podium RVA

<b>Publication &amp; Editorial Work</b>	Be a creative and intentional editor! Assist in reviewing, typing, and curating student submissions for our zines and journals. Bring fresh ideas, ensuring each submission is unique and shines with purpose.
<b>Youth Development &amp; Mentorship</b>	Build positive relationships with youth! Help students develop their creativity and communication skills in a supportive environment. Become a mentor and empower students to succeed.
<b>Written &amp; Verbal Communication</b>	Inspire creativity through strong communication skills. Maintain thorough documentation while engaging students with enthusiasm and clear ideas.
<b>Workshop Design &amp; Facilitation</b>	Contribute your expertise in planning and running engaging educational workshops. Design programs that encourage middle and high school students to explore their writing and literacy skills.
<b>Organizational &amp; Administrative Skills</b>	Help maintain the smooth operation of our programs by organizing records, attendance, and daily reports.
<b>Event Coordination</b>	Be part of the creative team behind events such as open mics, literary showcases, and community conferences.
<b>Technical Proficiency</b>	Use tools like Google Drive and spreadsheets to streamline organization and communication within our programs.

### Why Podium RVA?

At Podium RVA, you'll play an essential role in shaping the next generation of creative writers and thinkers. Whether it's through mentorship, editorial work, or event planning, your contributions will make a direct impact on students' lives. **Apply Now to be part of a passionate team!**