

Curriculum Specialist Intern

COMPANY OVERVIEW:

HealthStart's mission is to provide the blueprints for building healthier communities through children's health science education. We teach kids how their body works, what it's made of, and how this relates to what to eat and how to keep their bodies healthy. HealthStart lessons also teach kids that taking care of one another, and our environment builds community health and wellbeing.

HealthStart seeks an intern interested in building a healthier future for our children by ensuring our curriculum and other program materials are complete for PreK-2nd grade. By doing so, you will make it easier for schools to incorporate health science into their learning environment. Our Curriculum Specialist Intern will gain experience in curriculum development, educational standards and processes, and nonprofit work.

RESPONSIBILITIES:

HealthStart seeks a part-time Curriculum Specialist intern with highly developed organizational skills, time management, and research skills. Interns work 12-15 hours per week under the supervision of our Program Manager. This experience should be highly transferable to jobs involving curriculum development, program development, and health education or primary education.

Job responsibilities may include:

- Assist in developing and updating curriculum materials, ensuring a robust and effective curriculum package
- Work with HealthStart staff to develop program materials for implementation including lesson guides, standards posters, and activity instructions
- Align program lessons and materials to new TEKS educational standards
- Assist in script development for Snack Science Video Series
- Attend HealthStart's Programming Committee as needed
- Other curriculum specialist related tasks as assigned

QUALIFICATIONS

Candidates for the position must have experience with or a strong interest in program development, health education, primary education, curriculum development, nonprofit development, or related activity. A strong interest in health and wellness or early childhood education is preferred. Must be familiar with basic computer operations including MS WORD, EXCEL, and the Internet.

In addition, candidates should have some or all of the following skills:

- A willingness to learn new things or new ways of doing things
- Ability to meet deadlines with little or no daily onsite supervision
- Attention to detail
- Excellent verbal and written communication skills
- Enthusiasm about making a difference
- Bilingual preferred

Compensation

This is an unpaid internship.

Application Due Date

12/10/2021

Start Date

1/14/2022

To Apply

Interested candidates should submit a resume and cover letter (required) by email to Sharon Burley at sharon@healthstartfoundation.org on or before May 14th, 2021. Two references required.

Applicants may perform their internship tasks remotely and participate in weekly virtual staff meetings (every Friday, time TBD) and Programming Committee meetings (2nd Monday of every month).