Organization Profile
All The Way Up Adult Education Center (ATWU) is a mission and service-based organization that offers GED, Adult Basic Education (ABE), English as a Second Language (ESL), and Job Readiness classes to underserved populations of Newark, NJ and greater Essex County. We envision a world where people come together to inspire each other to take risks and do something big, co-creating a community where we all live and work to our full potential. ATWU, now an independent 501(c)(3) corporation, was founded in 2016 as a community initiative by area Episcopal Churches.

ATWU serves more than 100 students per year in its GED/Adult Basic Education classroom each semester and the demand continues to grow. Since the COVID-19 Pandemic, we have remained 100% virtual, but look towards a hybrid re-opening plan for Fall 2021. Knowing that many of our students lack computer literacy training, it is imperative that we find a way to safely get back to in-person instruction in the classroom.

Opportunity
ATWU is seeking a Programs Intern for Summer 2021 for 30 hours weekly for 10 weeks. We are currently seeking a student who is pursuing interests in nonprofit management, development, or business who is eager to be a part of a grass-roots organization that is expanding rapidly and also finding new ways to thrive post-pandemic.

There is a possibility for this position to be 100% virtual.

Responsibilities:
- Research new granting opportunities, including follow-ups with granters, etc.;
- Create newsletters and other communications to donors and students;
- Work with staff to develop Fall Giving Campaign;
- Data entry/cleanup of giving database;
- Website/print communications to prepare for Fall Classes;
- Work with staff on redeveloping our Volunteer Training Manual which will be rolled out for Fall 2021;
- Work with staff on strategic planning for 1,3,5 year plans; and
- Create material/schedule social media posts

Qualifications
- Excellent verbal, writing, and research skills;
- Motivated self-starter, looking to take on responsibilities as needed in a small nonprofit;
- Detail oriented; and
- Creative, flexible, team-player, willing to work in a collaborative environment with volunteers and staff.

Preferred Qualifications
- Interest in public policy or non-profit management;
- Knowledge of adult education/GED/High School Equivalency Exams;
- Familiar with Hootsuite;
- Comfortable tackling graphic design challenges;
- Familiar with Adobe Creative Suite, including InDesign and Photoshop;
- Currently enrolled in a degree program (has completed at least first year of undergraduate); and
- Able to supply your own laptop.

To apply, send a resume to cjennings@allthewayupnj.org